



**CÉGEP
À DISTANCE**

25 YEARS HIGHER EDUCATION YOUR WAY

Course Selection Guide
2016-2017



**For
consultation
only**

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WELCOME TO CÉGEP À DISTANCE

AND WELCOME HOME!

At Cégep à distance, you study where you want, when you want. Cégep à distance is the ideal way to balance family, work and studies.

At Cégep à distance, you can continue a program you have already begun at another institution or begin new studies in any program. If you want a diploma in Social Science, you will be pleased to discover that Cégep à distance offers some of the most popular courses from this program. You might also be interested in the course Preparing for the English Exit Exam, or you can just take the courses that interest you.

Cégep à distance is an integral part of the Collège de Rosemont. As a Cégep à distance student, you will be subject to the policies and regulations in effect at the Collège de Rosemont and, if you graduate from Cégep à distance, you will receive a diploma or attestation bearing Rosemont's seal.



Start or finish a diploma of collegial studies (DCS/DEC)

At Cégep à distance, you can advance in your program by taking general education courses or mandatory complementary courses that you need for your DCS/DEC (see p. 21-22).

Need a university prerequisite?

Cégep à distance offers five courses that are considered prerequisites for admission to certain university programs (see the list on p. 22).

YOUR WAY: PERSONALIZED SUPPORT

From the time before you enroll until you receive your diploma, the Cégep à distance staff will guide you on your educational path and support you in your learning. A tutor specialized in the subject matter—usually a CEGEP teacher—is assigned to you for each course to answer your questions by phone or by email within two business days. Your tutor corrects your assignments and your final examination, and may help you get ready for them. Please see p. 08 for more details about the support offered by Cégep à distance.

CONTINUOUS REGISTRATION

At Cégep à distance, you can register at any time. Since the courses are self-paced, you can enroll whenever you choose, at any time of the year. You can take up to four courses at a time.

Study in French

If the course you want to take is not available in English, it may be available in French. If you are comfortable in French, take a look at the courses we offer on p. 23 or at cegepadistance.ca.

STUDY WHERE YOU WANT, WHEN YOU WANT

You can study wherever and whenever you want, at the pace that suits you best. Just set a study schedule based on your educational, professional, and family activities. That means you can decide whether to do the course through intensive study or take the full six months allotted to you, following all established rules. Cégep à distance students take an average of four and a half months to complete their courses.

Distance education: a bonus for your CV

By definition, distance education helps you develop many different skills and competencies, including independence, a sense of organization, self-discipline, intellectual synthesis, and mastery of written communication.

LEARNING MATERIALS

We recommend that you begin working on a course as soon as you receive your materials, so that you can make some immediate progress and set the pace for your studies.

You will receive course materials by mail or through the Internet. They usually include:

- A user code and a password to log on to the on-line Campus
- A study guide
- A textbook with a workbook or course pack
- Exercises, answer keys, and assignments

The courses offered at Cégep à distance tend to use a multimedia format—that is, they use many different media (websites, audio-visual clips, MP3, videos, PDF or print documents, etc.) to create a dynamic and interactive learning process.

A source of pride for Collège de Rosemont since 1991

The Collège de Rosemont created Cégep à distance in 1991 after being mandated by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) to develop college-level distance education courses.

Receiving your materials and starting your course

Make sure that your package contains all the materials you need, plan your schedule, **and get started right away**. We recommend that you submit your first assignment within six weeks of registering.



EVALUATIONS

The courses include three to seven assignments. You have a maximum of six months to submit your final assignment under Cégep à distance rules. After that, you have to take one or more final exams (which are generally invigilated) no more than three months after your tutor records the mark for your final assignment. You go online to choose the date and place of your exam from a set of options offered by Cégep à distance. Exam sessions are held regularly in all regions of Quebec (see p. 06 for a map of exam centres). Certain conditions apply to some courses.

R score

For information about the R score at Cégep à distance, go to cegepadistance.ca/rscore.

FEES

Tuition fees are the same in all public CEGEPs. If you have a right to tuition-free studies, you do not have to pay tuition fees. You **always** have to pay for the course materials, which are **never** refundable. See Fees at cegepadistance.ca/fees for more details.

COST OF TAKING A COMPLETE PROGRAM

If you are planning to enroll in one of our programs in French (see p. 23), please note that only the courses you register for in your registration session are included in the calculation of the fees to pay when you register (see the description of each course at cegepadistance.ca/en). This allows you to spread out the cost of all the program courses over the total duration of your studies. The total cost of taking a program may vary. If you would like an estimate of the total cost, you have to add up the material costs for each course and all tuition fees, if any, based on your student status and your eligibility for tuition-free studies (see Fees at cegepadistance.ca/fees and Student status and tuition-free studies, p. 17). Other factors may also influence the total amount of fees you have to pay.

cegepadistance.ca/en  

Consult the FAQ section on our website for more details on how Cégep à distance operates: cegepadistance.ca/en/faq.

STUDENT ALREADY ENROLLED AT CEGEP

TO ENROLL AT CÉGEP À DISTANCE

If you are studying full- or part-time at another CEGEP, you **must** obtain a *commandite* in order to study at Cégep à distance. Please inquire at your own CEGEP.

WHAT IS A COMMANDITE

A *commandite* can be granted by your CEGEP to allow you to take courses at Cégep à distance that will be credited by your CEGEP. The *commandite* confirms your student status and helps determine the fees you will have to pay. It also allows your CEGEP to track your educational progress.

COURSES FOR YOU, NO MATTER WHAT PROGRAM YOU ARE TAKING

If you want to earn a Diploma of College Studies (DCS/DEC), you can take general and complementary courses at Cégep à distance, no matter what program you are taking. Cégep à distance also offers some prerequisites required for certain university programs.

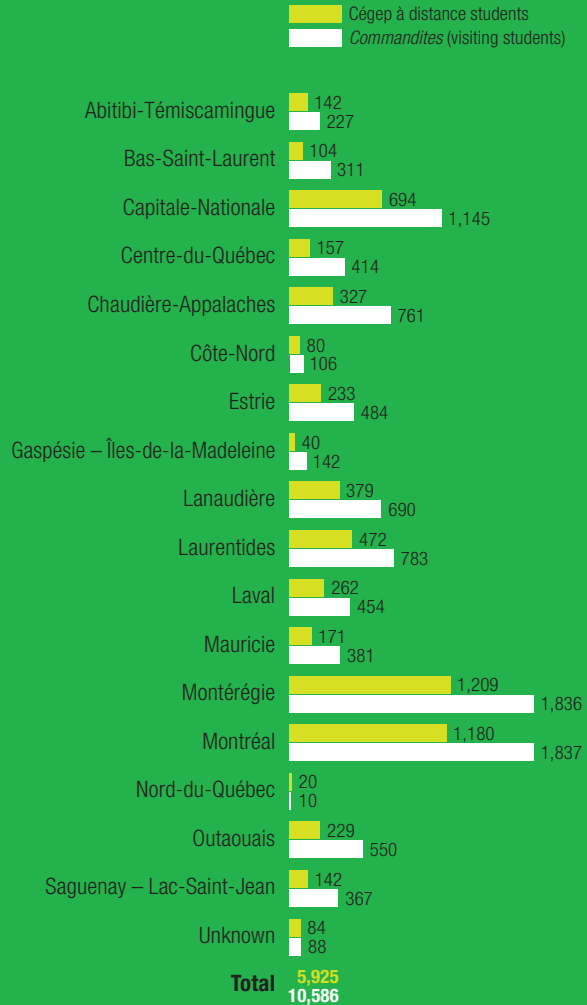
To help you plan your study schedule, take note of the different dates **when you can take an exam in your region.**



OUR STUDENTS COME FROM THE FOUR CORNERS OF QUEBEC... AND WRITE THEIR EXAMS CLOSE TO HOME!

GEOGRAPHIC DISTRIBUTION OF OUR STUDENTS*

EXAMINATION CENTRES



Source: Indicateurs 2014-2015 du Cégep à distance



CÉGEP À DISTANCE AT A GLANCE

- Complete your studies at your own pace, wherever you want, whenever you want
- Online registration available at any time
- Possibility to take one to four courses at a time
- Learning material adapted for the acquisition of skills (print, DVD, online, etc., as appropriate)
- Three to seven assignments per course and up to six months to submit them according to the rules at Cégep à distance
- A tutor to accompany you and a team at Cégep à distance to support your academic progress
- Invigilated evaluations held in your area, with up to three months to write them from the moment your final assignment is marked
- Internet connection and computer required
- Financial aid available subject to your eligibility

07

That's perfect for me!

- Start or finish your DCS/DEC in any program (general education courses).
- Take Social Science courses.
- Register for the course Preparing for the English Exit Exam.
- Earn university prerequisites.
- Develop your competencies.

STUDENT SUPPORT AND SUPERVISION

From the time you apply to Cégep à distance up until you receive your diploma, you will have access to professional services.

FROM THE TIME YOU APPLY, A COMPETENT TEAM

- Provides information about the courses and programs available to you.
- Offers advice regarding your choice of courses if you wish to register for a program.
- Analyzes your learning path if you wish to register for a program in French.
- Offers information about other available services.

AFTER YOUR REGISTRATION IS CONFIRMED, WE WILL CONTINUE TO SUPPORT YOU THROUGHOUT YOUR LEARNING BY

- Assigning you a tutor to guide you through your courses.
- Recommending tools that will help you to manage your studies more efficiently.
- Providing advice on effective work habits that reflect your particular situation as well as the specific demands of distance learning.
- Providing personalized support for students with conditional admission.
- Helping you plan upcoming semesters (choosing courses, updating your educational plans, etc.) if you are enrolled in a program in French.
- Helping you to deal with unforeseen events that could hinder your educational success.
- Referring you to online educational and career orientation resources.

YOUR TUTOR

- Welcomes you.
- Answers your questions pertaining to course materials within two business days by telephone or e-mail.
- Corrects and provides comments on your assignments.
- May help you prepare for the final exam.
- Corrects your final exam.

Student monitoring

Finding it hard to imagine how Cégep à distance can support you from registration to examination? For an overview, take a look at the student monitoring graphic at cegepadistance.ca/monitoring.



Student support tools

Cégep à distance has produced several documents to assist you in your studies. We encourage you to browse through them on our website. You may also contact us for a print version of these documents. cegepadistance.ca/help



ALLIANCE SPORT-ÉTUDES



Cégep à distance is proud to be an affiliated member of Alliance Sport-Études (alliancesportetudes.ca) and a partner of the Quebec Major Junior Hockey League (QMJHL). By registering with Alliance Sport-Études, high-level student athletes can balance the demands of training, competition, and studies, while also benefiting from specially-adapted educational support and supervision.

The Alliance, in partnership with Cégep à distance, coordinates the distance education needs and prior-learning recognition in physical education at the college level. Cégep à distance also offers special support to all QMJHL student-athletes who are registered for distance courses, even *commandite* students.

ENROLLING IN THE ALLIANCE SPORT-ÉTUDES

To enjoy all the benefits of the Sport-Études program by studying at Cégep à distance, you must first have your eligibility confirmed by Alliance Sport-Études.

YES, IT IS POSSIBLE TO EXCEL IN SPORTS AND STUDIES AT THE SAME TIME!

Student-athletes who excel in their studies

The mission of the Alliance Sport-Études is to offer academic supervision services that fit the needs of Québec's high-level athletes who are pursuing their education at the college or university level.

The services offered enable student-athletes to balance passion for their sport with their desire to continue post-secondary studies. This has a definite impact on their motivation to study and in turn on the successful achievement of their academic objectives.

Recognized Sport-Études student-athlete status

Those enrolled in the Alliance Sport-Études program are recognized as student-athletes by their institution, which enables them to receive educational support services adapted to their needs by the designated Sport-Études resource person at their CEGEP, college, or university. The Alliance Sport-Études program is recognized by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES). The Alliance works closely with its member educational institutions, the Quebec sport federations, the Quebec Major Junior Hockey League, the Quebec Junior AAA Hockey League, the Quebec Midget AAA Hockey League, the Centre national multisport-Montréal, and Sports-Québec.

TO BE ELIGIBLE FOR SUPPORT FROM ALLIANCE SPORT-ÉTUDES, THE STUDENT MUST

Play for a team in the Quebec Major Junior Hockey League, Junior AAA Hockey League (17-18 years) or Midget AAA Hockey League.

OR

Be recognized by the MEES Direction du sport et de l'activité physique as an athlete in the Excellence, Élite, Relève, or Espoir category.

Each of the sport federations in Quebec establishes its own list of recognized athletes. The eligibility criteria are included in each federation's development and athletic excellence plan and are approved by the MEES.

To enroll in the Alliance Sport-Études program, students must:

Apply to Alliance Sport-Études by completing the online application on the Alliance Sport-Études website before November 1st for the winter semester and before March 1st for the fall semester.

Once your application has been accepted, please contact the Cégep à distance Sport-Études coordinator to register as explained in the Alliance admission letter.

Information

Alliance Sport-Études 514-271-7403

alliancesportetudes.ca/en/student-athletes/application-for-admission/

2015 FONDATION SPORT-ÉTUDES SCHOLARSHIP PROGRAM



Cégep à distance is proud to be part of the Fondation Sport-Études scholarship program. The Cégep à distance scholarships are given to deserving Cégep à distance or *commandite* student-athletes. Congratulations to our two recipients!

Cégep à distance Scholarships

Audrey-Anne Le Sieur, Air Pistol Shooting (Shawinigan)
Pierre-Maxime Poudrier, Hockey, LHJMQ (Abitibi-Témiscamingue & Cégep à distance)
Alexandre Delisle-Houde, Hockey, LHJMQ (Saint-Jérôme)
Antoine Briand, Cross-country Skiing (Garneau)
Laurent Dumais, Freestyle Skiing, Moguls (Garneau)

We also extend our congratulations to Cégep à distance student-athletes who won other scholarships:

TÉLUQ Scholarship

François Imbeau-Dulac, Diving

RDS Scholarship

Dominic Talbot-Tassi, Hockey, LHJMQ
Pierre-Luc Thériault, Table Tennis

Fondation Sport-Études Scholarships

Christopher Fiola, Speed Skating, Long Track
Charles-Éric Légaré, Hockey, LHJMQ

Fondation Desjardins Scholarships by CEGEP

François Imbeau-Dulac, Diving

ADMISSIONS AND REGISTRATION

REGULAR STUDENTS

Cégep à distance is a member of the Quebec college system and is subject to the same laws and obligations as any other conventional CEGEP. The admission requirements described below are therefore identical to those of other CEGEPs.

Already enrolled at a another CEGEP?

You must get a *commandite* from your CEGEP in order to study at Cégep à distance (see p. 05). If you already have a *commandite*, please see the registration instructions, (p. 16).

ADMISSION AND REGISTRATION REQUIREMENTS FOR A DIPLOMA OF COLLEGIAL STUDIES (DCS/DEC)

Applications are reviewed based on the Cégep à distance admission policy and the Règlement sur le régime des études collégiales.

You must have completed the prerequisites for both the program and courses you wish to take.

Also note that a French placement test is mandatory before you register for a second language French course, unless you have already passed the college-level prerequisite. (Please contact us to find out how to register for the test.)

In order to be admitted to a program leading to a DCS/DEC, you must satisfy one of the following four requirements.

A secondary school diploma (SSD/DES)

If you have received a diploma from the Youth Sector, it is mandatory to have at least a one-year interruption before you can register at Cégep à distance (with certain exceptions: Alliance Sport-Études student athletes, extended absence from the country, etc.).

If you have a DES, but you did not pass the following courses, Cégep à distance may require you to take make-up courses for the missing subjects. You will have to take and pass these courses in the year following your registration with Cégep à distance.

- Secondary V Language of Instruction
- Secondary V Second Language
- Secondary IV Mathematics
- Secondary IV Science and Technology or Technological and Scientific Applications
- Secondary IV History and Citizenship Education

If you were previously admitted to a program of collegial studies leading to a DCS/DEC before the fall 2007 semester, you may be exempt from certain admission requirements. Contact an Information Technician at Cégep à distance for additional information.

Cégep à distance may grant conditional admission to students missing six credits or less (excluding English credits) to complete their secondary school diploma. The missing credits will have to be earned before you can register for another course.

Note: The Ministère de l'Éducation et de l'Enseignement supérieur (MEES) recognizes a Certificate of Equivalence of Secondary Studies and General Education Development Certificate (GED) as equivalent to a SSD/DES. The MEES does not recognize Secondary School Equivalency Tests (SSETs/TENS) or Attestations of Equivalence of Secondary Studies (AESS/AENS) as equivalent to a SSD/DES.

A diploma of vocational studies (DVS/DEP) and completion of the following mandatory courses

If you have a DVS/DEP, but did not pass all the subjects listed below, you must take the corresponding course in the adult sector of a high school.

- Secondary IV Mathematics
- Secondary V Language of Instruction
- Secondary V Second Language

Please note that because of program prerequisites and our admission regulations, only the Secondary V second-language course can be taken at the same time as your first semester courses at Cégep à distance.

An equivalent education

If you have neither a SSD/DES nor a DVS/DEP, Cégep à distance may still be able to grant you admission if your education is deemed equivalent.

Your education may be deemed equivalent if:

- You have an education that Cégep à distance considers equivalent to a SSD/DES (you have a Secondary IV education and have completed 30 university credits), or
- You have received a diploma in another Canadian schooling system deemed equivalent to that of an SSD/DES following a review by Cégep à distance.

Please note that if you studied outside Canada, you will require, in addition to your proof of status in Canada, an attestation of schooling. You may use the Cégep à distance comparative evaluation service for studies pursued outside Quebec (see Academic equivalency for studies completed outside Canada, p. 13).

Sufficient instruction

Under certain conditions, your training and experience may be recognized for the purpose of admission. You must have discontinued your full-time studies in the Youth sector for a cumulative period of at least 36 months and submit a CV. For more information, go to the next page.



ADMISSION AND REGISTRATION REQUIREMENTS FOR AN ATTESTATION OF COLLEIAL STUDIES (ACS/AEC)*

- You must provide proof that you have obtained a SSD/DES or a DVS/DEP and that you have discontinued your studies for at least one school year.

OR

- You must provide proof that you have obtained a SSD/DES or a DVS/DEP and that you have completed at least one year of post-secondary education.

OR

- You must prove that you have had **sufficient instruction** and that you have discontinued your studies for at least one school year.

OR

- You must prove that you have had **sufficient instruction** and that you have completed at least one year of postsecondary education.

Note: The Ministère de l'Éducation et de l'Enseignement supérieur (MEES) recognizes a Certificate of Equivalence of Secondary Studies and General Education Development Certificate (GED) as equivalent to a SSD/DES.

* Programs leading to an ACS/AEC are currently offered in French only (see p. 23).

ADMISSION AND REGISTRATION REQUIREMENTS FOR INDEPENDENT STUDENTS

If you would like to register part-time for one or more courses without choosing a specialization:

- You must provide proof that you have obtained a SSD/DES or a DVS/DEP.

OR

- You must prove that you have had **sufficient instruction**.

For courses with prerequisites, you must provide proof that you have successfully completed the required courses (secondary school report card or college or university transcript).

Note: The MEES recognizes a Certificate of Equivalence of Secondary Studies and General Education Development Certificate (GED) as equivalent to a SSD/DES.

Sufficient instruction

Sufficient instruction decisions are based on an evaluation of a student's prior education and relevant experience. Cégep à distance judges whether these experiences provide the individual with sufficient preparation to succeed in the desired program (e.g., an individual who has a Secondary IV education and one year of work experience). In the case of registration for an ACS/AEC, Cégep à distance may use "ENS" and "AENS" test scores as a reference.

CONDITIONAL ADMISSION

To support our students all the way to graduation, Cégep à distance applies certain conditions for admission and re-admission if:

- You fail a course more than once.
- You fail half or more of your courses in a single semester

These conditions are accompanied by measures that are tailored to the severity of your situation and your ability to comply with the applicable terms or commitments.

If you are conditionally admitted, you will receive a message outlining the required conditions and may be required to sign a success contract committing you to fulfill them.

You can find more information on that subject at cegepadistance.ca/en

ACADEMIC EQUIVALENCY FOR STUDIES COMPLETED OUTSIDE OF CANADA

If you completed your studies outside of Canada, you need to provide, along with proof of your status in Canada, an attestation of academic equivalency by a comparative evaluation service. If you do not have this attestation, you can request one from Cégep à distance. To do so, you have to send us all the relevant documents for an examination of your studies: diplomas and transcripts, including for grades 10, 11 and 12. Your documents must be in French or English. If you are providing translations, they must be done by a certified translator and accompanied by copies of the original documents. We recommend that you do not send original documents.

You can also obtain an attestation of schooling from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) (514-864-9191 or 1-877-864-9191). Further information is available on the MIDI's website at www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation.

Cégep à distance may require an English placement test in some cases.

ADMISSION

Please read the admissions requirements (pp. 13-15) before applying.

Step 1: Complete the admission application form

First you must complete your admission form online at cegepadistance.ca/registration.

Step 2: Gather all the required documents

For your first admission to Cégep à distance, you must provide all the documents listed below, based on your situation.

If you were born in Quebec

- A legible copy of your birth certificate (both sides) showing your parents' names, your Canadian passport, or your parochial birth certificate, if it was issued in Quebec before 1994
- A legible copy of your university transcripts, if any

If you were born in Canada, outside Québec

- A legible copy of your valid Régie de l'assurance maladie du Québec (RAMQ) card
- A legible copy of your birth certificate (both sides) showing your parents' names or your Canadian passport
- A legible copy of your university transcripts, if any

If you are a Canadian citizen born outside of Canada

- A legible copy of your proof of Canadian citizenship (both sides) or a legible copy of your passport
- A legible copy of your birth certificate (both sides) showing your parents' names; if it is not in French or English, it must be translated by a certified translator into one of those languages*
- A legible copy of your Québec selection certificate (CSQ) or form IMM1000, IMM5292 or IMM5688 clearly showing your CSQ number
- A legible copy of your valid Régie de l'assurance maladie du Québec (RAMQ) card
- A legible copy of your university transcripts, if any
- An attestation of schooling for your studies abroad (see Academic Equivalency for Studies Completed Outside of Canada, p. 13)

* Not required if you already have a permanent student code

Permanent resident

- A legible copy of your permanent resident card (both sides)
- A legible copy of your birth certificate (both sides) showing your parents' names; if it is not in French or English, it must be translated by a certified translator into one of those languages*
- A legible copy of your Québec selection certificate (CSQ) or form IMM1000, IMM5292 or IMM5688 clearly showing your CSQ number
- A legible copy of your valid Régie de l'assurance maladie du Québec (RAMQ) card
- A legible copy of your university transcripts, if any
- An attestation of schooling for your studies abroad (see Academic Equivalency for Studies Completed Outside of Canada, p. 13)

* Not required if you already have a permanent student code

Analysis of your application

You should generally count on four weeks from the time we receive all the required documents for your application to be processed. During busy periods, the processing time may vary, depending on its complexity or the number of applications we receive.

To complete a DCS

If you wish to take courses to complete a DCS that is not offered at Cégep à distance, you must apply to the Springboard DCS 081.06 program. You can find further information at cegepadistance.ca/en/home-students/programs-and-courses/springboard-to-a-dcsdec/.

Avoid delays!

To avoid delays in your admissions process, make sure you include all the required documents with your application.



REGISTRATION

Important information

- You can enroll at any time.
- You can enroll for a maximum of 4 courses at a time (or 3 courses totalling 180 hours or more), which is the equivalent of “full-time” status. If you are registered for fewer than 4 courses or 180 hours, you will be “part-time.”
- If you are registered part-time, unless your Academic Advisor informs you otherwise, you may register for a new course at any time.

Registration periods

The semester you are registered to is determined by the date of your application:

Semester	Registration period
Winter	November 1st to April 15th
Fall	July 1st to October 31st
Summer*	April 16th to June 30th

* The summer semester is for part-time or visiting (commandite) students.

Required computer resources

To study at Cégep à distance and to contact your tutor and our various services, you need a computer with an Internet connection. Most administrative services are also provided online.

When you apply for a course, it is your responsibility to make sure you have:

- the basic computer resources requirements
- the course-specific computer resource requirements

Basic computer resource requirements

- A Windows Vista (or later) or Mac OS X 10.7 (or later) operating system (Note: Some courses will not work with Macintosh operating systems. Please check the course description before you enroll.)
- Access to a printer
- A recent version of the Internet Explorer and Mozilla Firefox browsers
- The Java plugin
- Microsoft Office 2007 or later (Word, Excel, PowerPoint, Access, etc.) Please check the course description to determine which software programs are required. Please note that Cégep à distance does not offer any technical support for the Apache OpenOffice suite.
- An Internet connection of at least 2 Mbit/s* (intermediate or high speed)

* In case of uncertainty about the speed of your Internet connection, ask your Internet service provider.

Course-specific computer resource requirements

Our courses often require Microsoft Office programs and peripherals. You will find a list of required computer resources in each course description (see the example on page 20).

Registration

You must complete your application and make your payment online at cegepadistance.ca/registration.

Once you are registered, it is impossible to change the selected course, and the study materials will be mailed to you with no possibility of a refund. It generally takes five business days for the automated processing of your application and the receipt of your course materials.

Methods of payment

Cégep à distance accepts payment by debit card or by Visa or MasterCard credit card.

Tax slips: Relevé 8 and T2202A

The Ministère du Revenu du Québec requires the social insurance number of everyone for whom we issue a Relevé 8 and a T2202A. As such, Cégep à distance will issue these tax slips only for people who provide their social insurance number in their registration form.

COMMANDITE (VISITING STUDENTS)

IF YOU ARE ALREADY STUDYING IN A COLLEGE

If you are studying either full-time or part-time at a college, you must obtain a *commandite* form from your college to study at Cégep à distance. See p. 05 or consult your college for more information.

IMPORTANT INFORMATION

- You must take note of the following information before you enroll:
 - Required computer resources (see below)
 - Fees (**cegepadistance.ca/fees**)
- You must register and make your payment before the deadline shown on your *commandite*.
- *Duration of a commandite*: A *commandite* is valid until the expiry date indicated by your cégep or for thirty days after it has been issued.
- *Conditions to fulfill to maintain student status on a commandite*: Your admission is subject to the success conditions in each semester of your program. The CEGEP that issues the *commandite* is responsible for determining whether specific conditions apply to each student. If you do not submit your first assignment within eight weeks, however, and do not return the reply coupon stating your intention to continue the course, your registration will be cancelled. This will not show as a failure in your transcript.

REQUIRED COMPUTER RESOURCES

To study at Cégep à distance or contact your tutor and our various services, you need a computer with an Internet connection. Certain administrative transactions, such as attendance confirmations and evaluation registrations, are also done online.

When you apply for a course, it is your responsibility to make sure you have:

- The basic computer resources required
- Any course-specific computer resources required

Basic computer resource requirements

- A Windows Vista (or later) or Mac OS X 10.7 (or later) operating system (Note: Some courses will not work with Macintosh operating systems. Please check the course description before you enroll.)
- Access to a printer
- A recent version of the Internet Explorer and Mozilla Firefox browsers
- The Java plugin
- Microsoft Office 2007 or later (Word, Excel, PowerPoint, Access, etc.) Please check the course description to determine which software programs are required. Please note that Cégep à distance does not offer any technical support for the Apache OpenOffice suite.
- An Internet connection of at least 2 Mbit/s* (intermediate or high speed)

* In case of uncertainty about the speed of your Internet connection, ask your Internet service provider.

Course-specific computer resource requirements

Our courses often require Microsoft Office programs and peripherals. You will find a list of required computer resources in each course description (see the example on page 20).

REGISTRATION AND PAYMENT ONLINE

With a *commandite*, you must fill in your registration form and pay online. You can do so at **cegepadistance.ca/mycommandite**.

Please note that once your registration is completed, it is **impossible** to change your course selection, and the course materials will be shipped to you with no possibility of a refund. Processing your application and shipping the learning materials generally takes five business days.

Methods of payment

Cégep à distance accepts payment by debit card or by Visa or MasterCard credit card.

Issuance of tax documents: Relevé 8 and T2202A

The Ministère du Revenu du Québec requires the social insurance number of every person to whom we issue a Relevé 8 or T2202A. As such, Cégep à distance issues these documents only to people who provide their social insurance number on their application form. For students with a *commandite*, Cégep à distance and the college which granted the *commandite* will issue the documents.

FEES

Consult cegepadistance.ca/fees to see what fees have to be paid at the time of registration.

COURSE MATERIAL FEES

The course material fees are based on the amount and type of course materials, and whether you are reapplying for a course that you have already taken at Cégep à distance.

Note that **you always have to pay the course material fees** (which includes the registration fee, special fees and other fees) and the admission fee, if applicable.

Note

Cégep à distance will not accept or refund returned learning materials. Furthermore, these materials cannot be transferred from one student to another.

RE-ENROLLMENT IN THE SAME COURSE

If you are re-enrolling in the same course, you can use the same course materials if the course version has not changed. We will then give you a new series of assignments. Make sure you still have all the course materials and mention it in your application.

NON-RESIDENT OF QUEBEC IF YOU WERE BORN OUTSIDE OF QUEBEC

All Canadian citizens or permanent residents who do not qualify as Quebec residents are charged tuition fees that reflect their specific situation (please see cegepadistance.ca/fees).

To qualify as a resident of Quebec, you must provide documents attesting to your residency in Quebec.

STUDENT STATUS AND TUITION-FREE STUDIES

Free tuition means that the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) subsidizes your tuition fees for the course.

Tuition-free status applies only to tuition fees. Therefore, you must pay certain fees even if you are eligible for tuition-free studies. Consult cegepadistance.ca/fees for more details.

Tuition-free status applies in the following three situations

1 Full-time registration in a DCS/DEC program

Your application must include at least four courses, or the equivalent of 180 course hours.

2 Major functional disability

If you suffer from a major functional disability under the terms of the Financial Assistance Regulation, your part-time application must include fewer than four courses and fewer than 180 hours. You must provide a medical report. Access the form at cegepadistance.ca/forms.

3 Registration with a *commandite* that grants tuition-free status

When you enroll with a *commandite* that gives you free tuition in a public, private, or subsidized CEGEP or in a government institution for the fall and winter semesters.

For registration in the summer semester, you have to pay the full amount at the time of registration with Cégep à distance. The tuition fees will be refunded to you after your college confirms your tuition-free status with the MEES.

Note: To be eligible for tuition-free studies in an ACS/AEC program, you must have already had tuition-free status in the same program. Your application must include at least four courses, or the equivalent of 180 course hours.



FINANCIAL AID FOR STUDENTS

ELIGIBILITY

Please go to cegepadistance.ca/loansandbursaries.

IMPORTANT INFORMATION

As previously mentioned, for each semester at Cégep à distance, you are allowed a maximum of six months to complete assignments and a maximum of three months to write exams following the correction date of your final assignment. Financial aid never exceeds six payments per semester, however. You should keep this in mind when making your budget and study plans.

A successful financial aid application does not automatically mean you will be admitted to studies. Your academic record must also meet Cégep à distance admission requirements.

If you do not meet these conditions and you are enrolled part-time (at least two courses in a DCS/DEC or ACS/AEC program), you can only receive a loan to cover your tuition fees, as well as childcare costs, if applicable. In this case, you will have to complete a financial assistance form for part-time students.

Forms

Financial aid forms can be found on the student financial aid website at www.afe.gouv.qc.ca/en.

FOR FURTHER INFORMATION

go to cegepadistance.ca/loansandbursaries.

You can also get more information about financial aid from:

- **A resource person at Cégep à distance**
Montréal: 514-864-6464, ext. 4902
Other regions: 1-800-665-6400, ext. 4902
- **A resource person at Ministère de l'éducation et de l'Enseignement supérieur (MEES) Student Financial Aid**
Montréal: 514-864-3557
Québec City: 418-643-3750
Other regions: 1-877-643-3750
- **The MEES Interactive Financial Aid Service**
Québec City: 418-646-4505
Other regions: 1-888-345-4505
- **The MEES Financial Aid website**
(Aide financière aux études)
www.afe.gouv.qc.ca/en

RECOGNITION FOR ACQUIRED COMPETENCIES

The Cégep à distance recognition of acquired competencies (RAC) service is unavailable for an indeterminate amount of time.

A review of the process is underway to bring it into compliance with the ministry standards.

For information about RAC services that are available, please go to the MEES website at reconnaissance-des-acquis.ca/en/.



PROGRAMS AND COURSES



USER GUIDE: ACRONYMS, DEFINITIONS, OPTIONS

In order to understand the terms used in this guide, take the time to read this user guide. Use the listing on the rear flap of this guide to browse through the pages that describe our programs and courses.

ACRONYMS

ACS/AEC: Attestation of Collegial Studies/
Attestation d'études collégiales

DCS/DEC: Diploma of Collegial Studies/
Diplôme d'études collégiales

DVS/DEP: Diploma of Vocational Studies/
Diplôme d'études professionnelles

SSD/DES: Secondary School Diploma/
Diplôme d'études secondaires

PREREQUISITES

AP: Absolute prerequisite Course must have been completed with a mark of 60% or higher.

RP: Relative prerequisite Course must have been completed, but not necessarily with a passing mark (40% or more).

CR: Co-requisite Course that needs to be taken concurrently with another course according to college policy.

RECOMMENDED

When you see this word, it means that Cégep à distance strongly recommends that students respect the stated guidelines in order to increase their chances of success.

PONDERATION

1st number Expected hours of instruction per week in a 15-week semester.

2nd number Expected hours of practical work per week in a 15-week semester.

3rd number Expected hours spent on assignments in a 15-week semester.

COURSE OPTIONS

Some courses have more than one option, as identified by various option numbers.

15 and 16 Print-based course with paper-based assignments that are sent by mail

55 Online course that may contain print-based support materials, Internet-based assignments

65 Print-based and online course with online assignments

75 Print-based and online course with paper-based assignments that are sent by mail

EXAMPLE COURSE DESCRIPTION

350-102-RE

GENERAL PSYCHOLOGY

Option 55

The options offered for certain courses may have been discontinued since the publication of this guide. Please refer to the list of courses at cegepadistance.ca/en for the most up-to-date information.

Human behaviour and mental processes are the focus of this course. You will explore a variety of themes related to biological, cognitive, and affective processes: learning, memory, intelligence, emotions, stress, sleep and dreams, psychological problems, etc.

Materials required: Microsoft Word

This is where you will find a description of the **course-specific computer resources** required for the course. It is your responsibility to have access to these resources when you apply for the course. This is in addition to the **basic computer resources** you will need (see p. 15 or 16, depending on your situation).

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O22K

Each hour of instruction for a course represents a workload of approximately two hours. For example, a 45-hour course represents a workload of approximately 90 hours.

STRUCTURE OF CEGEP PROGRAMS

A program is a set of courses designed to develop all the competencies required for university studies (pre-university programs) or for a job (technical programs). At the present time, Cégep à distance only offers programs leading to a DCS/DEC or ACS/AEC in French.

DCS/DEC

Pre-university programs

Pre-university programs prepare students for university and lead to a DCS/DEC with mention of the concentration.

Technical programs

Technical programs prepare students for the job market and lead to a DCS/DEC with mention of the specialization.

Structure of DCS/DEC programs

All programs that lead to a diploma of collegial studies (DCS/DEC) have the same structure:

General education common to all programs

12 COURSES

ENGLISH	HUMANITIES
603-101-MQ	345-101-MQ
603-102-MQ	345-102-MQ
603-103-MQ	345-___-___*
603-___-MQ*	
	PHYSICAL EDUCATION
FRENCH	109-101-MQ
602-___-MQ**	109-102-MQ***
602-___-MQ**	109-103-MQ

* The course number depends on your program.

** The course number depends on your level.

*** This course is not offered at Cégep à distance.

General education complementary courses

2 COURSES

from disciplines outside the chosen program of study

- Social Science
- Science and Technology
- Modern Languages
- Arts and Aesthetics
- Mathematics and computer science (not offered at Cégep à distance)
- Contemporary issues (not offered at Cégep à distance)

Specific education

Varied number of courses and credits, depending on the pre-university or technical study program

ACS/AEC

Technical programs

College-specific professional development programs correspond to specific training needs, prepare students for the job market, and lead to an ACS/AEC.

Structure of ACS/AEC programs

Specific education

Varied number of courses and credits, depending on the attestation program.

Explanation of terms

Consult the listing on the rear flap of this guide for an explanation of the terms used in the Programs section



OUR COURSES AT A GLANCE

Credit courses

Details	Course number	Option	Title	Prerequisites	Hours, ponderation	Credits	Competencies
SP	101-901-RE	15	The Human Body		45 h, 2-1-3	2	022R, 022V
G	109-101-MQ	65	Physical Activity and Health		30 h, 1-1-1	1	4EPO
G	109-103-MQ	65	Physical Activity and Autonomy	AP: 109-101-MQ	30 h, 1-1-1	1	4EP2
SP	201-105-RE	75	Linear Algebra and Vector Geometry	Math 526 or 201-015-50 or equivalent or Mathematics Technical & Scientific Option (564506) or Mathematics Science Option (565506)	75 h, 3-2-3	2,66	022R, 022Z
SP	201-301-RE	65	Advanced Quantitative Methods	AP: 360-300-RE	45 h, 2-1-3	2	022S, 022W
P	201-NYA-05	15	Calculus 1	Math 526 or 201-015-50 or equivalent or Mathematics Technical & Scientific Option (564506) or Mathematics Science Option (565506)	75 h, 3-2-3	2,66	00UN
C	203-FPG-03	65	Astronomy		45 h, 2-1-3	2	000Y
SP	300-300-RE	75	Practical Initiation to Methodology in the Social Sciences	RP: 360-300-RE, 350-102-RE, and another introductory course (RP) from another Social Science discipline	60 h, 2-2-2	2	022Q
S	330-910-RE	65	History of Western Civilization		45 h, 2-1-3	2	022L
G	345-101-MQ	65	Knowledge: The Civilizations of Ancient Egypt and Mesopotamia		60 h, 3-1-3	2,33	4HU0
G	345-102-MQ	65	World Views: Exploring Canadian World Views		45 h, 3-0-3	2	4HU1
G	345-HUP-FD	65	Ethical Issues: Ethics and Society	AP: 345-101-MQ or 345-102-MQ	45 h, 3-0-3	2	4HUP
SP	350-102-RE	55	General Psychology		45 h, 2-1-3	2	022K
SP	360-300-RE	65	Quantitative Methods in Social Sciences		60 h, 2-2-2	2	022P
C	360-FDR-FD	65	How to Succeed in College		45 h, 2-1-3	2	000W
S	383-303-FD	55	International Economics		45 h, 3-0-3	2	022S
S	387-103-FD	65	Introduction to Sociology		45 h, 3-0-3	2	022N
A	410-014-FD	15	Accounting 1		60 h, 2-2-2	2	01H8 partial
A	410-233-FD	65	Business Law		45 h, 2-1-2	1,66	01HB
C★	504-FPH-03	65	Photography		45 h, 2-1-3	2	0014
G	602-101-MQ	15	French Language and Communication	Sec. V French (Second Language Instruction) or equivalent, with a mark of at least 65%	45 h, 2-1-3	2	4SF1
G	602-SFQ-FD	65	French Applied to the Field of Study, Level 2 (coming soon)	602-101-MQ	45 h, 2-1-3	2	4SFQ
G	603-101-MQ	65	Introduction to College English		60 h, 1-3-4	2,66	4EA0
G	603-102-MQ	65	Literary Genres: Formula Fiction	AP: 603-101-MQ	60 h, 2-2-3	2,33	4EA1
G	603-103-MQ	65	Literary Themes: Introduction to African American Literature	AP: 603-101-MQ	60 h, 2-2-3	2,33	4EA2
G	603-EAP-FD	65	Applied English: Shifting Tides in 21 st -Century Society	AP: 603-101-MQ	60 h, 2-2-2	2	4EAP

Non-credit courses

Course number	Option	Title	Hours, ponderation
864-MEE-FD	15, 16	Preparing for the English Exit Exam	60 h
864-MEE-SI	15	Preparing for the English Exit Exam – Simulation	N/A

A This course is part of the Business Administration program.

C This is a complementary course (see p. 21 for more details on the general education component).

G This course is a general education course (see p. 21 for more details on the general education component).

P This course is recognized as a prerequisite for certain university programs.

S This is a Social Science course.

★ Award-winning course.

COURSES OFFERED IN FRENCH

Can't find the course you are looking for in English? Take a look at our catalogue of courses offered in French.

Visit cegepadistance.ca for our complete listing or to download a copy of the *Guide de choix de cours*. Below is an overview of the courses offered in French.

GENERAL EDUCATION

Français – Anglais – Philosophie – Éducation Physique

The French courses offered at Cégep à distance include all of the general education courses needed to obtain a DEC (except the course 109-102-MQ–Activité physique et efficacité).

COMPLEMENTARY COURSES

The French courses offered at Cégep à distance include many complementary courses needed to obtain a DEC in the following fields.

- Arts and aesthetics
- Contemporary issues (not offered at Cégep à distance)
- Mathematics and computer science (not offered at Cégep à distance)
- Modern languages
- Science and technology
- Social Science

PROGRAMS

Cégep à distance offers the following programs in French

DEC

300.A0 Sciences humaines

- profil sans mathématiques
- profil avec mathématiques

410.B0 Techniques de comptabilité et de gestion

AEC

JEE.OK Techniques d'éducation à l'enfance*

LCA.8T Comptabilité

* This program is no longer admitting new students. Students that have obtained a commandite (authorization to study) may register, except for internships.

UNIVERSITY PREREQUISITES

Cégep à distance offers the following university prerequisites in French

101-901-RE Biologie humaine

201-105-RE Algèbre linéaire et géométrie vectorielle

201-NYC-05 Algèbre linéaire et géométrie vectorielle

201-103-RE Calcul 1

201-203-RE Calcul 2

201-NYA-05 Calcul différentiel

201-NYB-05 Calcul intégral

203-NYA-05 Mécanique

201-301-RE Méthodes quantitatives avancées

201-337-FD Statistique

300-300-RE Initiation pratique à la méthodologie des sciences humaines

350-102-RE Initiation à la psychologie

360-300-RE Méthodes quantitatives en sciences humaines

383-920-RE Initiation à l'économie globale

Course description

See the inside rear cover of this guide for an explanation of the terms used. *Required computer resources:* In this section you will find a description of the **course-specific computer resources** required. It is your responsibility to have access to these resources when you apply for the course. This is in addition to the **basic computer resources** you will need (see p. 15 or 16, depending on your situation).

AWARD-WINNING COURSES

504-FPH-03 Photography: Canadian Network for Innovation in Education (CNIE) 2011 Award for Excellence and Innovation in Instructional Design

Cégep à distance has received awards for 21 of the courses we currently offer in French.

CREDIT COURSES

101-901-RE

THE HUMAN BODY

Option 15

The Human Body (Biology) introduces the general operation of the human body, focusing on the integration of the vital functions performed by the digestive, circulatory, respiratory, and excretory systems. We will study the structure and physiology of the nervous and endocrine systems in particular, because they control the activities of all the body's systems. We will also establish a link between these systems and the cell, which is the fundamental structure in the human body, containing the 'program' that controls the manifestation of life. This control drives not only vital functions, but also the transfer of the program itself from generation to generation.

Materials required: Optical drive for CDs, speakers (or headset)

45-hour course

Ponderation: 2-1-3

2 credits

4 assignments

Competencies: O22R, O22V

109-101-MQ

PHYSICAL ACTIVITY AND HEALTH

Option 65

The course Physical Activity and Health focuses on the relationship between good health and the practice of physical activity. You will have to establish the relationship between your current level of physical activity, certain behaviors and attitudes acquired over the years and their impact on your health. During the course, you will have to identify your needs, abilities and motivational factors in relation to engaging in a physical activity. You will also learn the most effective strategies for engaging in a physical activity in a way that promotes health.

Materials required: Headphones with integrated microphone, web camera, Skype videoconferencing software (free), digital camera (can be on a cell phone, iPod or other multifunction devices)

30-hour course

Ponderation: 1-1-1

1 credit

7 assignments

Competencies: 4EPO

109-103-MQ

PHYSICAL ACTIVITY AND AUTONOMY

Option 65

Absolute prerequisites: 109-101-MQ

The overall goal of the course Physical Activity and Autonomy is to demonstrate your ability to integrate a health-enhancing physical activity practice into your lifestyle. As you engage in your physical activity, you will apply what you have learned from the first two Physical Education courses by planning, applying, and evaluating your Personal Physical Activity Program (PPAP). After you have evaluated your PPAP, you will learn how to adjust it to fit your needs and your reality.

Important information for MAC users: This course is not compatible with version 10.7 (Lion) or later of Mac OS X.

30-hour course

Ponderation: 1-1-1

1 credit

5 assignments

Competencies: 4EP2

201-105-RE

LINEAR ALGEBRA AND VECTOR GEOMETRY

Option 75

Prerequisite: Math 526 or 201-015-50 or equivalent or Mathematics Technical & Scientific Option (564506) or Mathematics Science Option (565506)

In this course, you will apply concepts, properties, and methods of linear algebra and vector geometry to solve problems in the area of Social Sciences. In addition to making connections between linear algebra and vector geometry, you will develop new mathematical skills and be given appropriate technological resources that will allow you to solve problems in fields such as transportation, resource distribution, optimization of demographic or economic functions, etc.

Materials required: Speakers (or headset), scientific calculator

75-hour course

Ponderation: 3-2-3

2.66 credits

4 assignments

Competencies: O22R, O22Z

See cegepadistance.ca/en for course fees.

Consult the listing on the rear flap of this guide for an explanation of the terms used in the course descriptions.

Go to cegepadistance.ca/en to learn about new courses



201-301-RE

ADVANCED QUANTITATIVE METHODS

Option 65

Absolute prerequisites: 360-300-RE

This course will introduce you to some of the more advanced concepts and skills of quantitative methods used in the Social Sciences. You will learn the basics of probability theory, the mathematical foundation from which statistical methods are derived. Throughout this course, you will learn to apply statistical tools to the interpretation of data related to a variety of topics and issues in the field of Social Science.

Materials required: Microsoft Word, Microsoft Excel, speakers (or headset), scientific calculator

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O22S, O22W

201-NYA-05

CALCULUS 1

Option 15

Prerequisite: Math 526 or 201-015-50 or equivalent or Mathematics Technical & Scientific Option (564506) or Mathematics Science Option (565506)

This course is a prerequisite for university Natural Science programs. Would you like to understand the fundamental concepts of differential calculus and be able to solve the optimization and related rates problems that come up in the sciences? Do you want to improve the accuracy of your mathematical reasoning and equations? If so, this course is for you.

Materials required: Scientific calculator

75-hour course
Ponderation: 3-2-3
2.66 credits
4 assignments
Competencies: OOUN

203-FPG-03

ASTRONOMY

Option 65

Recommendation: Students should have a certain level of ease with math and physics.

This course will initiate you to the scientific method while you are learning the basic notions of astronomy. Using the scientific method, you will learn to solve a simple problem in astronomy. The secrets of the sun and stars, planet Earth, and our moon will be revealed to you in this course.

Materials required: Microsoft Word, optical drive for CDs, scientific calculator

Important information for MAC users: This course is not compatible with version 10.7 (Lion) or later of Mac OS X.

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: OOOY

300-300-RE

PRACTICAL INITIATION TO METHODOLOGY IN THE SOCIAL SCIENCES

Option 75

Relative prerequisites: 360-300-RE, 350-102-RE, and another introductory course (RP) from another Social Science discipline.

This course, co-developed with the CCDMD, introduces the steps of the scientific process and helps you develop your scientific mind and critical thinking capacity. You will gradually make your way through all of the steps of an empirical Social Science research project, from selecting your topic among three potential options to writing the research report.

Materials required: Microsoft Word, Microsoft Excel, optical drive for CDs and DVDs

Important information for MAC users: This course is not compatible with version 10.7 (Lion) or later of Mac OS X.

60-hour course
Ponderation: 2-2-2
2 credits
5 assignments
Competencies: O22Q

330-910-RE

HISTORY OF WESTERN CIVILIZATION

Option 65

The objective of this course is to enable students to describe and explain, from a historical perspective, how Western civilization developed. It will also help them understand the causes and consequences of various historical phenomena that contributed to the development of Western society.

Materials required: Microsoft Word, Microsoft PowerPoint

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O22L

345-101-MQ

KNOWLEDGE: THE CIVILIZATIONS OF ANCIENT EGYPT AND MESOPOTAMIA

Option 65

As part of the Knowledge category of Humanities, this course emphasizes how knowledge is defined, acquired, classified, communicated, and applied. You will examine texts and media to identify the strengths and limitations of each. You will learn to situate knowledge in a social, historical, and personal context, a skill you will need in order to become a life-long learner. More specifically, this course focuses on how the lives and beliefs of peoples of the ancient civilizations of Egypt and Mesopotamia are reconstructed by both archaeologists and historians. Using both these research methods, you will learn how these ancient civilizations have contributed to our own culture and society.

Materials required: Microsoft Word, printer

60-hour course
Ponderation: 3-1-3
2.33 credits
4 assignments
Competencies: 4HUO

See cegepadistance.ca/en for course fees.

Consult the listing on the rear flap of this guide for an explanation of the terms used in the course descriptions.

345-102-MQ

WORLD VIEWS: EXPLORING CANADIAN WORLD VIEWS

Option 65

This course examines how individuals, groups, societies, and nations organize ideas, perceptions, and values into explanatory patterns. More specifically, it focuses on the meaning of being Canadian from local, national, and international perspectives. You will explore major ideas and value systems by which diverse individuals, groups, societies, and nations seek to explain the world and their place within it. You will apply critical thinking to world views and learn how our national identity affects the way we perceive the world we live in by defining our cultural, geographical, and social position within a global context.

Materials required: Microsoft Word, DVD player, printer

45-hour course
Ponderation: 3-0-3
2 credits
4 assignments
Competencies: 4HU1

345-HUP-FD

ETHICAL ISSUES: ETHICS AND SOCIETY

Option 65

Absolute prerequisites: 345-101-MQ or 345-102-MQ

This course covers the requirement for a Humanities Bloc B course specific to a program. The course is aimed at deepening and reinforcing the critical thinking skills, knowledge, and insights developed in the first two humanities courses. By situating these issues in their appropriate world view and knowledge contexts, students develop a critical and autonomous approach to ethical values in general and to the values involved in their own fields of interest in particular. This final set also provides students with an opportunity to consolidate personal and social values.

45-hour course
Ponderation: 3-0-3
2 credits
5 assignments
Competencies: 4HUP

See cegepadistance.ca/en for course fees.

Consult the listing on the rear flap of this guide for an explanation of the terms used in the course descriptions.

350-102-RE

GENERAL PSYCHOLOGY

Option 55

Human behaviour and mental processes are the focus of this course. You will explore a variety of themes related to biological, cognitive, and affective processes: learning, memory, intelligence, emotions, stress, sleep and dreams, psychological problems, etc.

Materials required: Microsoft Word

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O22K

360-300-RE

QUANTITATIVE METHODS IN SOCIAL SCIENCES

Option 65

Do you understand and trust the statistics used in the media? Can you critically evaluate Social Science research? Do you know if the numbers or graphs are reliable? At the end of this course, not only will you be able to read and understand the statistics used in the media or in Social Science research, but you will also be able to write a simple statistical report yourself. With the help of video tutorials, online exercises, and detailed explanations, you will learn to analyze, present, and evaluate statistics used in the media and in Social Science research.

Materials required: Microsoft Word, Microsoft Excel, Flash player, speakers (or headset)

60-hour course
Ponderation: 2-2-2
2 credits
4 assignments
Competencies: O22P

360-FDR-FD

HOW TO SUCCEED IN COLLEGE

Option 65

This course will help you learn about yourself as a human being and above all as a learner so you can succeed in college. In order to achieve this objective, you will: create your learner's profile by analyzing your personality types and current situation as a student; analyze and use learning strategies and work methods that correspond to your needs; explore and use resources that contribute to academic success; analyze and implement strategies to perform on summative evaluations.

Materials required: Microsoft Word

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O00W

383-303-FD

INTERNATIONAL ECONOMICS

Option 55

This course introduces various aspects of international economic relations from the Second World War up to the end of the 20th century. How have global economic conditions changed since the Second World War? What countries formed the two major blocs of the immediate post-war period? Which ideology did each bloc pursue? What is meant by globalization? What are the rules of international trade? What is the role of industrialized countries in development aid? In this course, you will explore the various questions about the ever-changing economic relations throughout the world.

Materials required: Microsoft Word

45-hour course
Ponderation: 3-0-3
2 credits
4 assignments
Competencies: O22S

387-103-FD

INTRODUCTION TO SOCIOLOGY

Option 65

Have you ever wondered why people and cultures are so diverse? Have you ever questioned inequality in society? Or contemplated the future of a rapidly changing globe? The need to understand society is urgent and necessary. Sociology helps us understand the social world as well as our place within it. In this course, you will learn to analyze social situations and social behaviour from a sociological perspective. This perspective will give you a lens through which to view society in order to understand how social forces play a role in our individual lives.

45-hour course
Ponderation: 3-0-3
2 credits
5 assignments
Competencies: O22N

410-014-FD

ACCOUNTING 1

Option 15

This course is an introduction to the fundamentals of accounting. You will learn how to produce financial statements (including balance sheets, income statements, and statements of owner's equity), how to make manual journal entries for a small business and post them to the accounts, how to prepare a payroll, and more.

Materials required: Microsoft Word, Microsoft Excel, calculator

60-hour course
Ponderation: 2-2-2
2 credits
5 assignments
Competencies: O1H8 (partial achievement)

See cegepadistance.ca/en for course fees.

Consult the listing on the rear flap of this guide for an explanation of the terms used in the course descriptions.

410-233-FD

BUSINESS LAW

Option 65

In this course, you will learn to apply the legal research process and to refer to the main legal rules that govern business processes. The course will enhance your understanding of civil, business, and labour law applicable in the jurisdiction of Quebec.

Note: Although the course is offered in English, the course materials make reference to legal information in French. You will get the most out of this course if you are capable of understanding written French.

Materials required: Microsoft Word

45-hour course
Ponderation: 2-1-2
1.66 credits
4 assignments
Competencies: O1HB

504-FPH-03

PHOTOGRAPHY

Option 65

As part of the Arts and Aesthetics category of general education, this course focuses on the use of photography and photographic techniques as a tool for artistic expression. You will explore the different techniques and methods necessary to create photographic artwork. Through the study of the work of known photographers, you will learn how they use different elements of the medium to create pictures that are effective works of art. More specifically, this course focuses on different technical and aesthetic aspects of the photographic medium. Through examples, video demonstrations, and exercises, you will learn to master the basic skills necessary to produce visual works of art using photography.

Materials required: Microsoft Word, printer, or CD or DVD burner, digital camera (minimum 3 megapixels, cellphones not permitted)

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: O014



602-101-MQ

FRENCH LANGUAGE AND COMMUNICATION

Option 65

Prerequisite: Sec. V French (Second Language Instruction) or equivalent, with a mark of at least 65%

This course will allow you to explore four fascinating themes: the paranormal, love, the animal kingdom, and the world of youth. Each theme is introduced in the main text and then explored through additional texts, listening comprehension texts, and even in the grammar exercises (most of which are independent texts). The course covers three learning areas: 1) written comprehension, 2) oral comprehension and production, 3) grammar and composition. By the end of this course, you should be able to: understand a five-minute oral message of average difficulty; read a 700–1000-word text, and understand the general meaning and the ideas expressed; write a text of about 350 words from a detailed plan; make a short five-minute oral presentation.

Materials required: Microsoft Office Suite (Word), microphone, speakers (or headset)

45-hour course
Ponderation: 2-1-3
2 credits
4 assignments
Competencies: 4SF1

602-SFQ-FD

COMING SOON

FRENCH APPLIED TO THE FIELD OF STUDY, LEVEL 2

Option 65

Prerequisite: 602-101-MQ

The goal of this course is to develop the ability to communicate in French in situations related to the student's field of study. The learning activities integrate the four language skills (speaking, reading, listening and writing), although the emphasis is on mastering reading and writing (including grammar and lexicon).

45-hour course
Ponderation: 2-1-3
2 credits
5 assignments
Competencies: 4SFQ

603-101-MQ

INTRODUCTION TO COLLEGE ENGLISH

Option 65

Introduction to College English is intended to bring you to a college level of proficiency in the areas of reading and writing. In this course, you will develop critical and analytical reading skills, and learn to analyze non-fiction as well as short fiction works. You will also write paragraphs and essays that respond to these texts. This course will help you develop an appreciation of literature by becoming acquainted with a number of literary works representative of different genres and periods. The works we will examine focus on the topic of “growing up”—the process that young people go through as they mature and discover who they are and their places in the world.

60-hour course
Ponderation 1-3-4
2.66 credits
6 assignments
Competencies: 4EAO

603-102-MQ

LITERARY GENRES: FORMULA FICTION

Option 65

Absolute prerequisite: 603-101-MQ *Introduction to College English*

This course will develop your ability to apply a critical approach to literary genres. More specifically, you will learn to recognize formulas and literary elements in the works you read or view, and you will be guided through the process of reading, watching, and analyzing three different genres—detective/spy fiction, coming of age fiction, and “chick lit”—in both books and films. As you study the works selected for this course, you will learn to appreciate these genres if you have never had a chance to enjoy them before or learn to understand them on new levels if you are already a fan.

Materials required: Microsoft Word, DVD player, printer

60-hour course
Ponderation: 2-2-3
2.33 credits
5 assignments
Competencies: 4EA1

See cegepadistance.ca/en for course fees.

Consult the listing on the rear flap of this guide for an explanation of the terms used in the course descriptions.

603-103-MQ

LITERARY THEMES: INTRODUCTION TO AFRICAN AMERICAN LITERATURE

Option 65

Absolute prerequisite: 603-101-MQ

Introduction to College English

In this course, you will learn to apply a critical approach to literary themes. More specifically, you will develop critical analysis skills which will help you analyze themes addressed in African American literature. Using different critical approaches, you will examine various literary works within a historical context, with the goal of understanding themes and issues raised among African-Americans since the 1700's. From anti-slavery speeches to hip hop songs, you will see how the themes addressed are interdisciplinary and socially relevant. You will also develop a better understanding of an increasingly popular culture.

Materials required: Microsoft Word, CD-ROM drive, DVD player, printer

Note: MAC USERS: Certain components of this course will not work if your version of Mac OS X is 10.7 (Lion) or more recent. In this case, you must use a Windows emulator on your Mac or use a PC if you wish to take this course.

60-hour course
Ponderation: 2-2-3
2.33 credits
5 assignments
Competencies: 4EA2

603-EAP-FD

APPLIED ENGLISH: SHIFTING TIDES IN 21ST-CENTURY SOCIETY

Option 65

Absolute prerequisite: 603-101-MQ

Introduction to College English

Being able to analyze discourses from different disciplines is an essential skill you will frequently use during your CEGEP studies and beyond. As readers, writers, and citizens, we are required to read and think critically about various forms of media such as printed or digital text, websites, oral presentations, and video. This course touches on four different areas within the Social Sciences that have been subject to some interesting shifts and trends in the 21st century: education, media studies, sustainable development, and gender studies. The course teaches you to analyze and critically respond to discourses on these topics and to evaluate them as potential sources for a research paper.

Materials required: Microsoft Word, Microsoft PowerPoint, microphone and speakers (preferably a combined headset)

60-hour course
Ponderation: 2-2-2
2 credits
5 assignments
Competencies: 4EAP

NON-CREDIT COURSES

864-MEE-FD

PREPARING FOR THE ENGLISH EXIT EXAM

Option 15: With the Textbook *Exit with success!*
by Fran Davis and Susan Woodruff

Option 16: Without the Textbook

Did you fail the English Exit Exam in the last two years? Do you need help preparing to rewrite it? Don't worry—we've got just the course for you. This individualized non-credit course helps you work through the exact areas that gave you trouble the last time. We start you off with a short diagnostic test to reveal exactly where you need to concentrate your efforts. Then you and your tutor will work together to create a pathway to success that sets out how much time you need to spend on various exercises to improve your skills. You'll work through a series of homework assignments and get feedback from your tutor to make sure you're on track to improving your grade. The course exam is like a trial run of the Exit Exam, with detailed feedback to show you what you're doing right and where you need to pay closer attention. With in-depth explanations, guidance, tips, and lots of practice, Preparing for the English Exit Exam prepares you to write the Exit Exam with confidence and pass with flying colours.

60-hour course

5 assignments including the diagnostic test

864-MEE-SI

PREPARING FOR THE ENGLISH EXIT EXAM SIMULATION

Option 15

Do you want to test your skills and find out whether you are ready to pass the English Exit Exam? **Or** did you fail the English Exit Exam more than two years ago? This service gives you the chance to write an invigilated trial English Exit Exam that will be evaluated by an official Ministry corrector.

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Cégep à distance reserves the right to modify the information in this guide without prior notice.

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Updates

Please visit cegepadistance.ca/en regularly to keep abreast of any changes and see updated lists of available courses.





Download this guide on-line at
cegepadistance.ca/csg.

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**PARTNER OF THE NETWORK
OF PRIVATE COLLEGES**

USER GUIDE: ACRONYMS, DEFINITIONS, OPTIONS, COMPUTER RESOURCES

Consult this user guide for explanations of the terms used in the course descriptions while you are browsing through this section.

PREREQUISITES

- AP:** Absolute prerequisite Course must have been completed with a mark of 60% or higher.
- RP:** Relative prerequisite Course must have been completed, but not necessarily with a passing mark (40% or more).
- CR:** Co-requisite Course that needs to be taken concurrently with another course according to college policy.

RECOMMENDED

When you see this word, it means that Cégep à distance strongly recommends that students respect the stated guidelines in order to increase their chances of success.

PONDERATION

- 1st number** Expected hours of instruction per week in a 15-week semester.
- 2nd number** Expected hours of practical work per week in a 15-week semester.
- 3rd number** Expected hours spent on assignments in a 15-week semester.

COURSE OPTIONS

Every option includes online support and supervision, with access to your tutor via voice mail and e-mail.

Some courses have more than one option, as identified by various option numbers.

- 15 and 16** Print-based course with paper-based assignments that are sent by mail
- 55** Online course that may contain print-based support material, Internet-based assignments
- 65** Print-based and online course with online assignments
- 75** Print-based and online course with paper-based assignments that are sent by mail