



As the only public CEGEP in Western Quebec offering post-secondary English language education, Cégep Heritage College is committed to the social, cultural and economic advancement of the community. Its first priority is to provide to individuals and groups within that community quality learning opportunities for the achievement of their education, career, and life-long goals.

HOURLY TEACHERS FOR THE WINTER 2012 TERM IN THE CONTINUING EDUCATION DEPARTMENT

The College is seeking hourly paid professors to join a dynamic team to teach within the Continuing Education department in the Winter 2012 term for credited course offerings.

Web and Desktop Programming (Start date: February 13, 2012)

420-L01-HR Introduction to Programming in Java (75 hours)

Students learn to design, code, and test simple object-oriented programs. They learn to write effective, efficient algorithms to solve programming problems and to use the three constructs of structured programming in coding their solutions. They learn the principles of object-oriented programming. They learn how to code and use a simple class. They develop complete test plans to test their programs and learn to identify and correct common types of errors. Students use the Java programming language to write their programs.

420-V01-HR Programming in Java (Advanced) (75 hours)

Students continue the study of object-oriented programming in this course. They create and refine an object model to solve a programming problem. They learn to apply the principles of encapsulation, inheritance and polymorphism in designing and coding object-oriented programs. They write programs that use arrays and that read from and write to data files to produce different kinds of business reports. They write simple GUI programs. The programming language Java is used in this course.

420-L02-HR Introduction to Programming in .NET (75 hours)

This course presents object-oriented programming and Microsoft .NET Framework. Students create .NET applications with controls, and menus. Students create interfaces that are both data and event-driven. The Microsoft .NET Framework fundamentals are presented.

420-V02-HR Programming in .NET (Advanced) (75 hours)

In this course students learn advanced object-oriented programming concepts in the .NET Framework. The .NET Framework is covered in more detail including: namespaces, predefined classes and memory management. This course introduces how to connect to a database and to retrieve or update data. Students use controls like the DataGridView to display information from one or multiple database tables.

420-L03-HR Relational Databases (60 hours)

This course provides the foundation of relational database design and modeling techniques. Students learn the basic principles of relational database management systems. They learn to analyze the data and develop a data model based on data requirements. Students also learn to use SQL to create and modify database tables and to retrieve data from a database. Students learn the principles of transaction processing, database security and distributed database management.

420-V03-HR Structured Query Languages (45 hours)

This course provides advanced details of SQL as well as T-SQL and PL/SQL. Students use this knowledge to create Store Procedures in a database.

420-M10-HR Career Preparation (45 hours)

At the end of the course, students will have developed a peer-networking group through hands-on workshops and seminars delivered through industry. They will also develop a credible résumé targeting the IT industry. They will learn the importance of establishing and maintaining industry relationships, communication skills when dealing effectively with individuals and the concept of teamwork. Students will develop skills in recognizing and interpreting clients' needs and be prepared upon completion to make the transition from student to industry professional.

Microsoft Networks (LEA.1G) (Start date: February 13, 2012)**420-M10-HR Career Preparation (60 hours)**

At the end of the course, students will have developed a peer-networking group through hands-on workshops and seminars delivered through industry. They will also develop a credible résumé targeting the IT industry. They will learn the importance of establishing and maintaining industry relationships, communication skills when dealing effectively with individuals and the concept of teamwork. Students will develop skills in recognizing and interpreting clients' needs and be prepared upon completion to make the transition from student to industry professional.

Early Childhood Care and Education: (Start date: February 13, 2012)**322-704-RL Introduction to the Early Childhood Profession (60 hours)**

This course acquaints the student with the early childhood profession. The student will become familiar with the various settings and conditions of the profession as well as with the current terminology.

412-763-RL Document Design and Production in the Early Childhood Field (45 hours)

This course is a basic text editing course where students will learn to create and edit document which are related to Early Childhood Education topics.

322-713-RL Safety in the Child Care (45 hours)

The purpose of this course is to help the student to acquire skills and knowledge to prevent health and safety hazards and to deal with emergency situations promptly and efficiently. The student will also develop skills to recognize and respond to child abuse and neglect.

322-723-RL Observing Children (45 hours)

The purpose of this course is for the student to study the rationale and methodology of child observation as used by professionals in an early childhood setting from 0-12 years. Through guided observations, students will develop the vocabulary and skills necessary for reporting the development of the young child as an individual and as a member of a group.

350-054-RL Child Development (60 hours)

The purpose of this course is to provide students with an in-depth understanding of early child development (birth-2 years) and an introduction to the theory and research in the field of developmental psychology. This course has an interdisciplinary approach using scientific inquiry to study the development of this period in child development and apply this knowledge in a practical setting. Topics covered in this class will include major psychological theories of early human development; basics of developmental research methodology; genetic aspects of human development; prenatal development; birth, theories of biosocial, cognitive and psychosocial development from birth until 2 years.

Accounting Principles and Software Applications: (Start date: February 13, 2012)**420-P15-HR Microsoft Office Word (60 hours)**

Students learn how to use the Microsoft Word application in an integrated approach within the business process. Students will produce a variety of business documents and learn how to collaborate on documents with other students.

603-L02-HR Business Communications (45 hours)

This course introduces students to the business communication foundation, communication challenges and the writing process and internal communication (reading, writing and verbal).

410-M16-HR Introduction to Business (60 hours)

This course introduces students to the world of business. Students will develop an understanding of business topics and the impact of globalization. Students are introduced to the dynamic world of business and examine the relationships between the different functions within a company such as: marketing, finance, accounting and human resources. Students will explore how an integrated management system is applied to a company.

410-M15-HR Fundamentals of Finance (60 hours) (Co-requisite: Microsoft Office Excel)

This is an introductory course to the field of finance. The student learns the key concepts and tools of financial analysis through the use of time value of money. More specifically, the student learns the importance of cash flow determination, simple interest, annuities and net present value of amounts involved in financial transactions. The course allows the student to carry out an analysis of a financial project and evaluate its viability. Spreadsheet software will be in this course.

410-M12-HR Accounting Principles I (60 hours)

This course introduces students to the area of financial accounting. Upon completion of the course, students will have a strong understanding of the accounting cycle from journalizing through to the preparation of financial statements.

420-N10-HR Computerized Bookkeeping I (45 hours) (Co-requisite: Accounting Principles I)

This course teaches students how to convert manual accounting records into computerized information with Simply Accounting® for Windows. After introducing computerized accounting principles, hands-on exercises include: chart of accounts, general journal entries, processing business transactions, paying suppliers, depositing customers' payments, and calculation of tax. Students will generate financial statements.

Bilingual Office Administration (Start date: February 13, 2012)**410-P10-HR Administration (60 hours)**

In this course students are introduced to the broad areas of administrative office management, selecting office employees, training office employees, supervising office employees, arranging for domestic and international travel, meeting arrangements (agenda, minutes and action items) maintaining office and commercial records, and budgeting and cost control. Also see our website for list of all courses: <http://www.cegep-heritage.qc.ca/ContEd/AECs/Standard/bi-oadm-intro.htm>

Job Duties

The CSN/CEGEP Collective Agreement Article 8-4.01 defines the job duties as follows:

In a general way, the professor's teaching load shall include: preparation of course outline; preparation of classes, labs and fieldwork; teaching classes, labs and fieldwork; adaptation; support and supervision of students; preparation, invigilation and correction of examinations; revision of corrections at the students' request; participation in pedagogical days organized by the College; participation in departmental meetings and required activities; departmental coordination; special support and supervision activities; participation in program activities, program development, implementation and evaluation, and institutional development.

Qualifications

Minimum of a Bachelor's Degree in a related field and a combination of industry experience related to the courses being taught. Teaching experience would be considered an asset.

Ability to:

- Create a dynamic, challenging, and motivated learning environment
- Adapt to a variety of student needs and provide appropriate academic and career development support
- Utilize excellent communication and interpersonal skills
- Demonstrate knowledge of subject matter through academic or non-academic experiences
- Apply theoretical concepts to current workplace needs and skill requirements
- Provide assistance and display leadership in the on-going development of the Continuing Education department at Heritage College
- Stay abreast of changes and new program requirements through regular professional development activities
- Must be flexible as required by the department workloads
- Must be willing to work collaboratively within a Continuing Education team.

Salary

Salary is commensurate with qualifications and relevant experience within the salary scale defined in the FNEEQ/CSN Collective Agreement.

Competition Opens: 19 January 2012

Competition Closes: 1 February 2012

How to Apply

- By e-mail: (preferred) hr@cegep-heritage.qc.ca. Please use Microsoft Word or a standard text file.
- By Fax: (819) 778-7364
- By mail: Cégep Heritage College - Human Resources 325 Cité des Jeunes Blvd. Gatineau, QC J8Y 6T3

Only those candidates selected for an interview will be contacted.

Heritage College applies an Equal Access program and encourages women, Aboriginal peoples, members of visible and ethnic minorities and handicapped persons to apply

cc: dossier posting department Union Web