

A+ Essentials - Hardware (CSDU 127)

(56 hours)

This course prepares students for careers in the computer support service field. Emphasis is on IBM and IBM-type personal computers (PCs). Students gain a greater understanding of typical PC components and their relationship to the computer's operating system and peripherals. Students will gain hands-on experience in diagnosis and troubleshooting, which helps prepare them to service PCs and related equipment. This course will assist students in preparing for the A+ hardware certification exam. Students are required to book their own certification exam date with CompTIA. Certification exams are an additional cost. **Textbook required.**

A+ Essentials - Software (CSDU 129)

(52 hours)

This course along with A+ Essentials - Hardware, validates knowledge of basic computer operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. Completion of this course and the A+ Essentials - Hardware will enable students to write the core CompTIA A+ Essentials Exam 220-601. The Essentials exam validates the basic skills needed by any entry-level service technician regardless of job environment. It is the first of two exams required to achieve one of the following three designations: A+ IT Technician - exam 220-602, A+ Remote Support Technician - exam 220-603 or A+ Depot Technician - exam 220-604. Students are required to book their own certification exam date with CompTIA. Certification exams are an additional cost. **Prerequisite:** It is recommended that students complete A+ Essentials Hardware before registering for this course. **Textbook required.**

Abnormal Psychology (CSAL 41)

(45 hours)

This course builds on the information from Psychology I. The emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. Additionally, there are discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. **Textbook required.**

Aboriginal Peoples: Understanding and Reducing Victimization (CSAL 173) NEW

(30 hours)

Aboriginal people are overrepresented both as victims and offenders. Students explore the impact of the residential schools, effects of colonialism on traditional values and culture, as well as structural victimization. Students critically examine and assess Canada's principal approaches to addressing victimization and offending by and against Aboriginal peoples. Through discussion and experiential learning from an Aboriginal perspective, students gain insight and understanding of Aboriginal teachings, Aboriginal worldview, culturally relevant healing, crime prevention and restorative justice. **Textbook required.**

Abuse and Family Violence (CSSA 2)

(48 hours)

Examine the complex factors and conditions that contribute to various forms of abusive situations within the family. The cyclical and transactive nature of violence within partner relationships and the resulting impact on the child will be addressed. Explore the various professional roles with respect to prevention and intervention, current community response initiatives, and family, methods of helping individuals develop conflict resolution skills for replacing dysfunctional patterns. **Software required:** Word or WordPerfect. **Textbook required.**

Access – Core (CSLO 6)

(30 hours)

Learn to use MS Access for Windows. Through your Internet connection, you will learn to use Microsoft Access 2003, 2007 or 2010 using its pull-down menus, toolbars and dialog boxes. Access is a computerized database that allows you to manipulate, link, chart, query and report your data to customize the information you need. Access creates a system of relational database management in a user-friendly environment. **Prerequisite:** Familiarity with Windows Operating System. **Software required:** Microsoft Access Version 2003, 2007 or 2010. **Textbook required.**

Access – Expert (CSLO 16)

(30 hours)

Learn to use the advanced features of MS Access for Windows. Upon completion, you will: enhance tables by creating lookups, create various types of advanced queries, create advanced forms, create relationships between tables to ensure data accuracy, work with form controls, understand macro concepts, create, run, & test Access macros, create & use switchboard forms, set Access defaults and apply Startup options. **Prerequisite:** Access - Core/Specialist (or equivalent) and familiarity with Windows 98 Operating System or higher. **Software required:** Microsoft Access Version 2003, 2007 or 2010. **Textbook required.**

Accounting Basics 1 (formerly Financial Accounting 1) (CSSE 65)

(45 hours)

This is part one of the financial accounting course. Topics covered include recording business transactions, preparing financial statements, end-of-period adjustments, accounting for merchandising firms, accounts receivable, cash management and an introduction to financial ratios. **Software required:** Excel and Word. **Textbook required.**

Accounting Basics 2 (formerly Financial Accounting 2) (CSSE 66)

(45 hours)

This is part two of the financial accounting course. Topics covered include receivables, capital assets, current and long-term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. **Prerequisite:** Accounting I Basics. **Software required:** Excel and Word. **Textbook required.**

ACCPAC Advantage Series-Corporate Edition-Accounts Payable (CSMO 23)

(18 hours)

This 18-hour online course covers the ledger set-up, adding vendor accounts, daily transaction processing, reports and periodic processing using Version 5.6 SAGE ACCPAC Edition. **Prerequisite required:** ACCPAC for Windows Small Business Series - General Ledger or equivalent experience, and familiarity with basic accounting concepts. **Software** included with the textbook: Sage ACCPAC 500 ERP, Version 5.6 - Student version. Student will receive software with textbook. **Textbook required.**

ACCPAC Advantage Series-Corporate Edition-Accounts Receivable (CSMO 22)

(18 hours)

This 18-hour online course covers the ledger set-up, adding customer accounts, daily transaction processing, reports and periodic processing using Version 5.6 of the SAGE ACCPAC Edition. **Prerequisite required:** ACCPAC for Windows Small Business Series - General Ledger or equivalent experience, and familiarity with basic accounting concepts. **Software** included with the textbook: Sage ACCPAC 500 ERP, Version 5.6 - Student version. Student will receive software with textbook. **Textbook required.**

ACCPAC Advantage Series-Corporate Edition-General Ledger (CSMO 19)

(18 hours)

This 18-hour online course introduces students to version 5.6 of the SAGE ACCPAC Edition and focuses on the creation of a company and a chart of accounts, entering transactions and producing financial reports. **Prerequisite required:** Windows XP course or equivalent experience, and familiarity with basic accounting concepts (understanding debits, credits, etc). **Software** included with the textbook: Sage ACCPAC 500 ERP, Version 5.6 - Student version. Student will receive software with textbook. **Textbook required.**

ACCPAC Order Entry Level 1 (CSMO 120)

(18 hours)

Learn proper techniques to set up Inventory Control, Purchase Orders and Order Entry modules. Instruction on setting up inventory items and preparing requisitions, purchase orders, receipts and invoices will be taught throughout the course. **Prerequisite recommended:** ACCPAC General Ledger, Accounts Payable and Accounts Receivable. **Software required:** Sage ACCPAC 500 ERP, Version 5.6 - Student version. **Textbook required.**

ACCPAC Order Entry Level 2 (CSMO 121)

(18 hours)

The Inventory Control, Purchase Orders and Order Entry modules are used to instruct students on the proper procedures for entering and working with quotations, orders, invoices, requisitions, POs, receipts, inventory, shipments and adjustments. **Prerequisite recommended:** ACCPAC Order Entry Level 1. **Software required:** Sage AACPAC 500 ERP, Version 5.6 - Student version. **Textbook required.**

ACCPAC Payroll (CSMO 122)

(18 hours)

Learn to set up the Payroll module including Earning and Deductions and Income Taxes, prepare payroll data and process payroll transactions. **Prerequisite recommended:** ACCPAC General Ledger, Accounts Payable and Accounts Receivable. **Software required:** Sage ACCPAC 500 ERP, Version 5.6 - Student version. **Textbook required.**

Acquisitions (CSMO 95)

(36 hours)

This course covers the acquisition of monographs. You will develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. **Prerequisites:** Descriptive and Access Cataloguing I, OSSD general or advanced level, with a pass standing in Grade 12 English at the general level or successful completion of Mature Student Test. Library experience recommended. **Note: This course has mandatory chats. No textbook required.**

Activation Techniques (CSLO 199)

(45 hours)

Exchange program ideas and resources with others in the field of Activation. Prepared scenarios provide opportunity to identify the need for and create therapeutic activities, promote interaction, apply appropriate leadership skills, and use seniors as co-leaders.

Prerequisites: Certificate or diploma in health or human studies and Intro to Activation. **No textbook required.**

Active Records Management (CSMO 106)

(39 hours)

This course introduces skills and techniques needed to effectively manage and control active records in various formats. You will examine file plan development, typical filing systems, storage systems and equipment, and file management procedures. **Prerequisite:** Records and Information Management Fundamentals. A pass standing in Grade 12 English at the general level, or equivalent. **No textbook required.**

Active Server Pages (CSAL 69)

(48 hours)

Active Server Pages (ASP) enables you to generate Dynamic HTML pages and speed up client-server transactions. Many data-driven features of websites including discussion boards, chat rooms, shopping carts, web store catalogues, online banking and individually tailored pages to a specific user can be accomplished quickly and easily with ASP. In this course, you learn about the ASP object model, ASP objects, including the Response, Request, Session, Application and Server Object. Other topics include arrays, functions, objects, connecting to a database, and retrieving and storing information from a database, and the presentation of data on a web page. **Prerequisites:** Database Fundamentals & Intermediate Server Side Scripting. **Software required:** Students must have either Windows XP-Pro, Vista or Windows 7 to complete this course. **Textbook required.**

Adaptive Computer Technology in Education (CSMO 32)

(42 hours)

This course will continue to build on the use of educational software with the knowledge of adaptive software and devices used within the school setting. This will enable the Educational Assistant to increase their skill and ability to assist special needs children. The student will have the opportunity to become familiar with adaptive computer technology, both hardware and software and how they can be implemented to work in a classroom. **Prerequisite:** Computers in Education. **Note:** The student must have adequate computer skills (e.g. word processing, internet search) to be successful in this course. **Software required:** PowerPoint. **No textbook required.**

Administration and Management in Student Affairs (CSSE 60)

(42 hours)

Explore the administrative functions required of a manager working in a student services environment. Topics include budget, planning, managing crises, and decision making. **Prerequisites:** Student Development & Student Experience, Function and Organization in Student Affairs, Learning and the Student Learner, and Advising and Supporting Students. **Textbook required.**

Administrative Law (CSHU 50)

(36 hours)

This course is designed to give the Court and Tribunal Agent student an understanding of the rules of natural justice and the laws and procedures applicable when a matter is heard before an administrative tribunal rather than in the traditional court system. A number of tribunals before which the graduate of this program may appear are examined. **Textbook required.**

Administrative Tribunals (CSHU 47)

(36 hours)

This course is designed to give the Court and Tribunal Agent student an understanding of the rules of natural justice and the laws and procedures applicable when a matter is heard before an administrative tribunal rather than in the traditional court system. A number of tribunals before which the graduate of this program may appear are examined. Advocacy skills and procedures within such are also emphasized. **Prerequisites:** Legal Research and Evidence and Advocacy. **Textbook required.**

Adobe Acrobat (CSMO 168)

(36 hours)

Students will get an introduction to Adobe Acrobat and to Adobe Workspace. They will be able to read, create, capture, navigate, edit and review PDF documents. They will create Interactive PDF navigation. They will also be able to work with Acrobat Online, and be able to add multimedia elements to PDF documents. **Prerequisites:** Computer Basics with Windows XP and Office OR Computer basics with Vista and Office. **Software requirements:** Adobe. **Textbook required.**

Adobe Illustrator - Digital Illustration and Design I (CSDU 148)

(42 hours)

This course will help in developing the students' skills and knowledge in creating digital files for graphic design projects using Adobe Illustrator. As the graphic design industry changes through the development, advancement and integration of computer technology, the

importance of learning Adobe Illustrator for the design and production of digital files becomes evident. **Software requirements:** Adobe Illustrator. The course lecture content will be reflect CS4 and CS5. **Textbook required.**

Adobe Indesign Basics (CSLO 34)

(45 hours)

This course will cover the fundamental aspects of this rising star in the desktop publishing and design industry. Topics covered will include: creating master pages and single and multiple page documents with single and multiple text columns of text; importing text from various sources and flowing it into linked columns of various shapes and sizes; proper kerning/leading and spacing of text and; combining text with imported photos and graphics. Students will learn how to quickly change font or photo size and how to rearrange elements within a page. Assignments will include the production of a resume and a flyer, as well as the student's choice of the creation of a pamphlet, newsletter or booklet. **Software required:** Adobe Indesign version CS4 or CS5. **Textbook required.**

Adobe Photoshop Elements (CSMO 119)

(36 hours)

Here's your opportunity to learn Adobe Photoshop Elements 7 with Adobe approved course material. This "hands-on" course will introduce you to loading, organizing, editing and sharing photos, repairing and retouching photos and adding text and style effects to your photos. We will create slide shows, calendars and much more. **Prerequisites:** Basic Computer course with Windows XP or Vista. **Software required:** Adobe Photoshop Elements 7. **Textbook required.**

Adolescent & Adult Development (CSCG 26)

(36 hours)

This course continues the study of human development through the lifespan. Physical, cognitive, social and emotional development is studied in each stage from adolescence through to the end of life. **Textbook required.**

Adult Learning (CSDU 24)

(42 hours)

This course focuses on learning how to apply the principles of adult learning and to develop basic skills essential to successful instruction. This is specifically designed for teachers and trainers in all fields who present information to adults. **Note: This course has mandatory group work. Textbook required.**

Adult Literacy Learner (CSSA 39)

(48 hours)

This module is designed to help you explore the principles of adult learning with a special emphasis on applying these principles to adult literacy settings. You will examine the theory behind shaping the literacy environment to the individual – the reason why - as well as ideas for putting the theory into practice – the how. **Note: This course has mandatory group work. Textbook required.**

Adults with Learning Disabilities (CSDU 26)

(42 hours)

This course provides insight into the needs and issues of Adults with Learning Disabilities in the educational or training setting and society as a whole. You will gain general knowledge and awareness of the various exceptionalities with a primary focus on understanding adults with Learning Disabilities. Strategies and skills are explored so that educators/trainers can provide appropriate modifications and accommodations to course content, delivery and evaluation, to ensure that all learners have an opportunity to be successful. **Prerequisite:** Adult Learning. **No textbook required, however, students are required to rent a video.**

Advanced Design Principles (CSLO 186)

(45 hours)

After completing Design Basics – students have learned the essentials of design. This course will build upon that knowledge by addressing real world print design issues about colour, photo placement and resolution, file formats and choosing type. Students will learn how to communicate a clear and consistent message and will use this knowledge to create a book cover, brochure, and identity package for a client. **Prerequisite:** Design Basics. **Software required:** Adobe Indesign CS4 or CS5. **Textbook required.**

Advanced Medical Transcription (CSLO 157)

(45 hours)

This course is designed for transcriptionist wishing to perfect their skills in medical transcription and terminology. the main purpose of the course is to develop and refine transcription skills to a competitive level by using the learning activities included in the textbook. **Prerequisite: MUST HAVE:** Beginning Medical Transcription (with all its prerequisites), OR have been working as a Medical Transcriptionist for 2 years. **Software required:** Windows 95, 98, 2000, NT, XP, and Vista . Must have a CD drive and audio capabilities (speakers or ear phones). The Word Processing will be MS Word or WordPerfect. PC (or 100% compatible) 233 MHz Pentium II or higher processor; 32 MB

RAM (64 MB required for Windows 2000); Hard disk with 40MB free; CD-ROM drive; Soundblaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 color. Transcription playback software will be a free download from the Internet (Traditional equipment will be simulated). Students may choose to purchase a foot pedal from the software download site (optional). **Textbook required.**

Advanced Security (CSDU 156)

(28 hours)

The world has changed since the traumatic events on Sept 11, 2001. Students who are entering the world of corporate security need to be aware of the threats to Canada and the properties they will be responsible for securing. Additionally, the practitioners of private and corporate security must be aware of other incidents that occur in workplaces that they may encounter. Bomb threats, strikes and emergency planning are part of their world as well as preventing incidents of cargo theft that affect corporate income. Security personnel must be mindful of incidents of workplace violence and prevention, as terrible incidents involving domestic violence and employee dissatisfaction resulting in criminal acts occur in the workplace with increasing frequency. This course is designed to alert students to current and broad issues related to the field of terrorism as it affects private security, emergency planning and related matters. Other topics include bomb threats, cargo thefts, strike procedures, workplace violence, as well as health and safety issues. **No textbook required.**

Advertising and Sales Promotion (CSDU 73)

(56 hours)

This course will introduce key concepts related to the promotions mix and the various components will be introduced in an IMC (integrated marketing communications) framework. Students will be introduced to a variety of creative approaches to attract attention and effectively communicate marketing messages. The role and advantages of advertising, sales promotion, public relations, direct marketing, and internet marketing will be introduced. Ethical and regulatory considerations will also be explored. **Prerequisite:** Recommended – Knowledge/experience in a Marketing field. **Note: This course has mandatory group work. Textbook required.**

Advising and Supporting Students (CSSE 59)

(42 hours)

You are introduced to the necessary knowledge, skills and attitudes required to effectively advise, coach and support students in order to provide them the greatest opportunity for student success. **Prerequisites:** Student Development & Student Experience, Function and Organization in Student Affairs, and Learning and the Student Learner. **Textbook required.**

Advocacy, Practice and Reflection (CSSE 20)

(42 hours)

This subject prepares the students to become effective advocates on behalf of children, families and the field of inclusive early childhood education. Students develop an understanding of the process of empowerment that assists families when advocating on their own behalf. Current elements of best practice and personal reflection and development are integral components of this subject. **Prerequisites:** Understanding and Working with Families, Individual Family Support Plan and Fieldwork 202. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Air Conditioning & Heat Pumps Inspection (CSSE 28)

(42 hours)

Emphasis in this subject is on cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques. **Textbook required.**

Alcohol and Gaming (CSDU 82)

(42 hours)

This course is divided into two parts. The first half of the course will focus on the Liquor Licence Act, including an examination of the most frequently breached sections of the Act and regulations. Enforcement powers and procedures to encourage compliance with the legislation will be examined. The second half of the course will examine the Gaming Control Act, with emphasis on relevant sections of the Act, and the enforcement powers available to encourage compliance with the Act. **Textbook required.**

An Introduction to the Study of Aging (CSMO 62)

(30 hours)

This course is an introduction to the study of aging and provides a survey of the biological, psychological, social and spiritual aspects of aging. **Prerequisite:** Applicants must be graduates of a diploma or certificate program in Health Sciences of Human Services (ie: RN, RPN, Health Care Aide, Recreation, Social Worker, etc) Applicants without an approved certificate may apply if they have at least 2 years working experience with the elderly and a written recommendation from their employer. **Textbook required.**

Anatomy & Physiology I for RPN (CSDU 76)

(42 hours)

This course examines the normal structure and function of the human adult. It begins with an orientation to the human body including an introduction to the concepts of complementarity, metabolism, fundamental physiological needs and homeostasis. The levels of body organization are then examined and all knowledge is then applied to the study of the integumentary, skeletal, muscle and the nervous systems. Learner preparation and learning activities are designed to promote critical thinking. **Textbook required.**

Anatomy & Physiology II for RPN (CSDU 119)

(42 hours)

This course continues to examine the normal structure and function of the human adult. The student relates knowledge gained in Anatomy and Physiology I to the study of the endocrine, circulatory, digestive, respiratory, urinary and reproductive systems. The concepts of water, electrolyte and acid-base balance are re-examined building on the foundation established in Anatomy and Physiology I. Learner preparation and learning activities are designed to promote critical thinking. **Prerequisite:** Anatomy & Physiology I. **Textbook required.**

Anger Management (CSMO 143)

(39 hours)

This course is designed to identify the many types of anger and how to manage and/or modify it. Students will identify their specific anger triggers and how their anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. **Textbook required.**

Animal Husbandry II (CSLO 164)

(36 hours)

This course has been designed for beginners in the animal healthcare field. Upon completion of the course the student will have basic knowledge of the anatomy, nutrition, and behaviour of the horse, pig, cow, sheep and goat. They will develop a basic understanding of veterinary diseases, especially zoonotics, and students will learn the importance of proper restraint and safety around large animals.

Prerequisite: Basic Animal Husbandry and Veterinary Terminology. **Textbook required.**

Annuals for the Garden and Container Gardening (CSAL 100)

(45 hours)

This course familiarizes students with a selection of the most widely-used annual plants for Northern gardens and in container gardening. Students learn to use them effectively in gardens and become aware of individual plant cultivation and maintenance requirements. This course will also familiarize the students with the basic concepts involved in the preparation of a variety of containers from hanging baskets to planters. Soil-less mediums and their properties will be studied. Proper planting methods and maintenance of the various containers will be addressed. **No textbook required.**

APCO Fire Dispatch (CSDU 204) NEW

(42 hours)

This course provides an overview of fire service communications including organizational structure, fire behaviour, fire apparatus and terminology, computer-aided dispatch, hazardous materials and the National Incident Management System. This is a PASS or FAIL course. Upon successful completion, students will receive certification from the APCO Institute. Successful completion means: receiving a passing grade on class assignments; meeting minimum attendance requirements as set out by APCO and; achieving at least 80% on the final exam. This course was designed by the Association of Public Safety Communications Officials (APCO), and is delivered by a certified APCO trainer.

Prerequisite: APCO Public Safety Telecommunicator. **Textbook required. Textbook must be purchased new. The APCO exam authorization is included with the purchase of the textbook and must be presented in order to qualify for writing the APCO certification exam.**

APCO Public Safety Telecommunicator (CSDU 161)

(42 hours)

Students will complete the APCO Public Safety Telecommunicator I course, which was designed by the Association of Public Safety Communications Officials (APCO). In this course students learn the basic skills required of emergency response call takers and dispatchers. A certified APCO trainer teaches the course. Upon successful completion, students receive certification from APCO International. Many similarities have been identified in the various fields of public safety communications. There is a shared core of required skills for public safety call centre operators. These skills can be offered with a consistency that is valuable to a broad spectrum of agencies. Offering these skills at the "pre-employment" stage benefits employers through budgetary savings for recruitment and training. **Textbook required.**

Applied Fundraising Practices (CSAL 169) NEW

(45 hours)

In this course, students apply the concepts learned in the Fundraising Management program through a series of reports. In collaboration with

a non-profit organization, students analyze existing fundraising practices and make recommendations for enhancements. Acting as a member of a Board of Directors, students provide ongoing feedback to colleagues and help to critique the final report. **Prerequisite:** Introduction to Fundraising, Fundraising as Management Process, Method of Fundraising, Donor Relationships in Fundraising and Strategic Management of Campaigns. **Note: This course has mandatory group work. No Textbook required.**

Applied Resource Calculations (CSSA 21)

(48 hours)

This course includes a review of basic algebraic processes, estimation, the metric system, practical applications in plane and solid geometry, word problems, ratio, proportion, and percent. **Textbook required.**

Applied Strategies for Literacy and Numeracy Instruction (CSCG 52)

(48 hours)

Students will explore some advanced instructional strategies for working with literacy learners. They will begin with an introduction to basic counselling and facilitation skills, followed by advanced approaches to teaching reading and writing. This course concludes with an introductory look at learning disabilities. **Prerequisite:** The Adult Literacy Learner. **Note: This course has mandatory group work. Textbook required.**

Archives (CSMO 112)

(39 hours)

This course focuses on developing a working understanding of archival theory and practice to manage archival records effectively. Explore the nature of archival documents, the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventative conservation and facility planning and security. **Prerequisite:** A pass standing in Grade 12 English at the general level or equivalent. **No textbook required.**

Arrhythmia Interpretation (CSLO 76)

(30 hours)

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. **Prerequisite:** Health Care Professional (ie: RN, RPN, Paramedic, Med Student, Pharmacy Tech, Nursing student, etc). **No textbook required.**

Art History and Theory (CSFA 22)

(48 hours)

This course is designed to familiarize students with early historical foundations to present day exemplars of art making. World art with an emphasis on Western art history (from renaissance to today) and minor focus on international art (Canadian, Contemporary, Asian, First Nations, Islamic, etc. is covered. Students will be expected to complete required readings, write an essay and final examination. **Software required:** Word 2000 or higher. **Textbook required.**

Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment in Sterile Processing (CSFA 44)

(24 hours)

Introduces students to the proper techniques for the assembly, wrapping and/or packaging of surgical instruments, supplies and patient care equipment. **Prerequisites:** Medical Terminology, Microbiology and Infection Control for sterile processing, Identification, Care and Handling of Instrumentation in Sterile Processing and Decontamination Principles, Procedures and Practices in Sterile Processing. **Note: This course has mandatory chats and mandatory group work. Software required:** MS Word, Adobe Reader and PowerPoint Reader. **Textbook required.**

Assessing and Evaluating Literacy Learning (CSSA 13)

(48 hours)

Learn to use a learner-centered approach to assess and evaluate the skills and knowledge of individual learners to help them achieve their goals. **Prerequisite:** Recommended: The Adult Literacy Learner. **Software required:** Adobe Acrobat Reader, Macromedia Flash and Microsoft Word Viewer (Downloads are Free!). **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Assessment and Evaluation (CSDU 28)

(42 hours)

This course is designed to give learners an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be utilized in order to understand and meet the needs of learners and stakeholders. Learners will be encouraged to evaluate their own practice as a teacher or trainer in their environment. **Prerequisite:** Adult Learning. Adults with Learning Disabilities is recommended. **Note: This course has mandatory group work. Textbook required.**

Assessment and Planning (CSMO 63)

(30 hours)

This 30-hour online course will provide a focus on assessment and planning for the psychosocial and spiritual needs of the aging individual with special attention given to understanding aging in Canada; personality development; self-perception and self-concept; communication skills required for an older clientele; verbal and non-verbal communication techniques plus cultural variables. **Prerequisite:** Introduction to Aging and Physiology of Aging. **Textbook required.**

Assessment of On-Line Learning (CSAL 158)

(30 hours)

This course will discuss how the online environment offers new ways of learning and offers the opportunity to develop new methods of assessment that can promote more effective learning. The main issues that must be addressed when planning new methods of assessment and feedback will be discussed as well as current innovative practices which exploits the potential for collaborative learning offered by the online environment. Practical aspects of electronic marking, including the use of reviewing toolbars, digital drop boxes, the creation of an effective file management system, and custom email organization will also be covered. **Software required:** MS Word. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

Assistive Technology Fundamentals (CSFA 66)

(45hours)

Designed to provide the learner with a basic knowledge of assistive technology, explores potential students' technological and learning needs. Facilitates the role of assistive devices in the development of individual learning plans. **No textbook required.**

Assistive Technology: Specific Learning Disabilities (CSFA 68)

(45hours)

This course provides learner with an overview of Specific Learning Disabilities and current compensatory and remedial software, including educational system software, word processor capabilities, and other software that assists the student in organizing information. The role of peripherals will also be discussed.

Astronomy (CSSL 47)

(45 hours)

This is an introduction to the wonderful topic of Astronomy—the study of all that exists beyond our Earth. The course examines the characteristics of the bodies of the Solar System presenting interesting information about the planets and their moons. The course will also deal with stars, nebulae and galaxies. The course is designed as an introduction. No previous astronomical background is required. However, it will augment and support the student who has either previous knowledge or a high interest in the field. **Textbook required.**

Atypical Child (CSSA 4)

(48 hours)

The person first, the disability second! Foremost is conveyed the idea that each child is seen as a unique individual possessing both skills and needs which will affect his learning potential. Develop and understanding of various disabilities so that you may work with children effectively in an inclusive environment. Emphasis is placed on the caregiver/teacher's role in planning for individual needs, while supporting the growth of the group in the child care setting. **Prerequisite:** RECOMMENDED: Introduction to Psychology course and Child and Adolescent Development course. **Software required:** Word or WordPerfect. **Textbook required.**

Auditing I (CSDU 41)

(42 hours)

This course is an introduction for students who have not had any experience in auditing and covers the auditing concepts and procedures of external auditing. The aim is for students to understand the philosophy and environment of auditing. Topics covered include an overview of auditing with special attention given to the nature and economic purpose of audits; reporting, professional standards and ethics; legal liability; audit objectives, evidence, and documentation; planning and analysis; materiality and risk; and internal control. **Prerequisite:** Intermediate Accounting II. **Textbook required.**

Auditing II (CSDU 77)

(56 hours)

This course is a continuation of Auditing I and begins with an in-depth study of internal controls. It then applies the concepts of Auditing I to the audit of sales, acquisitions, payroll, inventory and cash balances and related income statement and balance sheet accounts. Students will learn the appropriate audit procedures and audit objectives for tests of controls and tests of details of balances. **Prerequisite:** Auditing I. **Textbook required.**

Autism Spectrum Disorder - Assisting Student Development (CSMO 33)

(42 hours)

A comprehensive examination of the Autism Spectrum Disorder, this course will provide educational staff with the tools they need to work successfully with children diagnosed with this complex condition. Pulling content information from a team of professionals including schools boards, Hamilton Health Sciences corporation, and including international autism authorities, Dr. Peter Szatmari and Dr. Lonnie Zwaigenbaum, a strong emphasis will be placed on communication, social skills, behavioural challenges, family, sensory and educational issues. **Prerequisites:** Safety in an Educational Setting, Foundations of Education, Personal and Interpersonal Dynamics, Computers in Education, Classroom Skills, Exceptionalities I, and Exceptionalities II. **Textbook required.**

Automotive Damage Appraisal (CSCL 12)

(45 hours)

This course explains how to remove and install an air bag and why it is necessary, how to decode a vehicle identification number, read a crash manual, appraise a damaged vehicle, appraise paint repairs for single, 2nd and 3rd stages, use computerized appraising, prepare a total loss, actual cash value and final release, recognize primary and secondary damage, interpret the Motor Vehicle Repair Act and how it is applied, and how to understand vehicle branding in Ontario. It also gives an introduction to computerized appraisals. **Prerequisites:** Basic computer skills, email/internet account/access, self-motivated. **Software required:** MS Word and PowerPoint. **No textbook required.**

Automotive: Service Advisor I (CSCL 14)

(30 hours)

Students learn basic Management Techniques, delegating, team building. Measuring performance, planning for safety, and work related legal aspects of the service industry. **Software required:** Microsoft Word and PowerPoint. **No textbook required.**

Automotive Service Advisor 2 (CSCL 6)

(30 hours)

Gain an overview of the role of automotive service advisor. Learn to identify and maintain high standards of customer relations as well as study sales techniques, interpersonal skills, effective communication, provincial legislation governing auto repair, and the effective use of labour rate guides. **Prerequisite:** Automotive: Service Advisor 1. **Software required:** Microsoft Word and PowerPoint. **No textbook required.**