

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. Candidates who are currently preparing to sit for a CompTIA A+ or CompTIA Security+ exam, if you pass an exam and become certified by December 31, 2010, you will have a lifetime certification with no requirements for recertification or retesting. **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. Candidates who are currently preparing to sit for a CompTIA A+ or CompTIA Security+ exam, if you pass an exam and become certified by December 31, 2010, you will have a lifetime certification with no requirements for recertification or retesting. **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.**

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)

Access is a user-friendly database program you can use to create sophisticated customer databases, inventory-management systems or web-based searches. You will learn to create relational databases with which you can add, display and edit records. You also learn how to use features such as sorting, indexing files and data queries. **Prerequisite:** Intro to Computers and a knowledge of Excel is strongly recommended. **Software required:** Access 2002 or higher. **Textbook required.**

Access – Expert (CSLO 16)

(30 hours)

The instructor will guide you in training yourself to use Access to produce a professional, customized database system based on your needs. Macros and the advantages of the Wizards supported by Access will be covered in depth. **Prerequisite:** Access - Core or equivalent. **Software required:** Access 2002 or higher. **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 5.5 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 5.5 - Student version. **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 5.5 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 5.5 - Student version. **Textbook required.**

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

(18 hours)

This 18-hour online course introduces students to version 5.5 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 5.5 - Student version. **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 5.5 - 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 ACCPAC 500 ERP, Version 5.5 - 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 5.5 - Student version. **Textbook required.**

ACE Apprenticeship Math (DACE 8)

(100 hours)

ACE Apprenticeship mathematics is designed for students preparing for various college apprenticeship programs and/or workplace who have completed ACE Core Mathematics and wish to consolidate their basic mathematical skills and improve their problem-solving techniques. Units of study include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics and probability; and personal finance. **Prerequisite:** Learn to Learn course and ACE Core Math. **Textbook required.**

ACE Biology (DACE 9)

(120 hours)

Biology is the study of life. The ACE Biology course is a study of the organization and energy of life. The course begins with a study of the common features of all life. All students will choose one module of study of the human body and will then choose to do either a second module on the human body or a module on plant biology. All students will study environmental biology which is the study of the interaction of living organisms with each other and with the abiotic, or non-living, parts of our universe. The ACE Biology course focuses on the changing environment on planet Earth, a current and crucial issue. The ACE Biology course is interesting and informative on its own. As a preparation for post-secondary studies it 'covers all the bases'. **Prerequisite:** Learn to Learn course. **No textbook required.**

ACE Business Mathematics (DACE 1)

(120 hours)

This course is designed to increase comprehension and performance of mathematical operations and to involve the student in the application of business mathematical techniques. The material covered includes the study of arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis - collecting, organizing, and analyzing data; self-study and the application of learned skills to numerous problems; developing student skills in handling business mathematical problems.

Prerequisite: Learn to Learn course and ACE Core Math. **Textbook required.**

ACE Chemistry (DACE 4)

(120 hours)

This Chemistry course provides learners with a strong knowledge of chemistry as it applies to industry and environmental issues. Emphasis is given to analyzing problems, performing laboratory exercises and communicating scientific information effectively. The content of the course

reflects the needs of many adult learners entering post-secondary college program in health and environmental sciences. As such, it allows learners to complete three core units and two elective units of study. **Prerequisite:** Learn to Learn course. **No textbook required.**

ACE Communications (DACE 2)

(150 hours)

Successful learners must be effective communicators in academic, personal and work settings. Effective communicators are able to express themselves well when presenting and defending ideas and opinions by using oral, visual, and written forms of communications. Graduates who achieve the learning outcomes will have well-developed communications skills that will prepare them for success in a variety of college post secondary programs and the workplace. **Prerequisite:** Learn to Learn course. **No Textbook required.**

ACE Computers (DACE 10)

(80 hours)

The Ace Online Computer course has been designed to address new computer users with very little (if any) experience regardless of their physical location and/or computer equipment available to them as much as possible. With this in mind, it is not based on a specific operating system and/or application program(s), although specific examples are used throughout the course. Additionally, the goal has been to keep it as simple as possible and in plain language thereby implying and making the student feel as if the Instructor is actually in the room with them making it as easy as possible to follow the many instructions. The best place to start anything is at the beginning. Therefore, the course starts with the hardware and software (2 types) followed by the introduction and skills necessary for students to feel comfortable with the computer environment and management skills necessary to be able communicate online with the instructor as soon as possible. It then moves forward to address common student questions and concerns and then introduces additional communication tools, such as the Internet. Ethical issues and safety are then approached in a scenario-based manner to ensure an excellent understanding when using the computer as a communication tool in the largest Wide Area Network (Internet). Next students are introduced to and walked through generating documents from start to finish based on four of the main types of application software necessary in today's society of technology. Finally, the course guides students toward the future of their choice by introducing necessary life skills and reiterating the use of the many skills and resources they have gained throughout course. **Prerequisite:** Learn to Learn course. **No Textbook required.**

ACE Core Math (DACE 3)

(120 hours)

The Core Mathematics course is designed to give students a grounding in varied aspects of Mathematics, including numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday financing. **Prerequisite:** Learn to Learn course. **Textbook required.**

ACE Physics (DACE 5)

(120 hours)

ACE Physics will enable the learner to develop a foundation in the fundamental concepts of physics. The learner will qualitatively and quantitatively study and explore the topics of forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. The emphasis will be on understanding the underlying physical concepts and principles, and applying them to a diversity of practical systems. **Prerequisite:** Learn to Learn course and ACE Core Math. **No textbook required.**

ACE Self Management and Self Direction (DACE 6)

(80 hours)

The Self Management/Self Direction course provides students with an opportunity to learn and use strategies that can be applied to their academic, employment, and personal life. The strategies will equip them with the knowledge, skills, and behaviours to become effective, confident and flexible learners. The course will focus on areas such as self reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career /employment exploration. **Prerequisite:** Learn to Learn course. **No Textbook required.**

ACE Technology Math (DACE 7)

(120 hours)

The Technology Mathematics course builds on and expands the fundamental algebraic skills mastered in Core Mathematics. The objective of the course is to prepare students to have the necessary mathematical skills to prepare for mathematics –focused college post secondary programs. Students who successfully achieve the learning outcomes will be able to apply their skills to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and the principles of geometry and measurement. **Prerequisite:** Learn to Learn course and ACE Core Math. **Textbook required.**

Acquisitions (CSMO 95)

(36 hours)

This course covers the acquisition of monographs. You will develop skills in searching, ordering, receiving and accounting. Collection development, the book trade and automating acquisitions functions are also explored. **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.**

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:** Win 95/98, NT, Win2K or XP Pro, Students must have Personal Web Page Server or IIS installed. Some limitations may exist please review the information at http://www.w3schools.com/asp/asp_install.asp before enrolling. WinZip Access database recommended. **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) NEW

(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. **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 CS3 or CS4. **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.**

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)

This course will build upon the student's design 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 or logo and identity package for a client. Students will also learn how to discuss and critique others' designs. **Prerequisite:** Design Basics. **Software required:** Adobe CS3 or CS4 or Quark Xpress 5.5 or higher. **Textbook required.**

Advanced Medical Transcription (CSLO 157)

(45 hours)

This course provides relevant, realistic learning materials for advanced medical transcriptionists. This is considered the 'finishing' course for Medical transcription. Lessons are organized by medical specialty, including an overview of the specialty, relevant abbreviations, anatomic illustrations, important terminology and pronunciations, transcription tips, and useful web links. Audio transcription exercises are also available for practice with live dictation. **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 or Vista. Must have a CD drive and audio capabilities (speakers or ear phones). 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). The Word Processing package used 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. **Textbook required.**

Advanced Security (CSDU 156)

(42 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. **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)

(52 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)

Take a more in-depth look into procedures within the veterinary health care field. Learn basic knowledge in physiology, biology as well as learning the importance of sanitation and safety within the veterinary workplace. **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 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 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. **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. **Note: This course has mandatory group work.** **No 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.**

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)

(42 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.**