

Basic and Algebraic Mathematics (CSFA 2)

(63 hours)

This course provides students with the basic arithmetic and algebraic skills necessary for everyday life. Students will be prepared for further courses and programs where mathematics is applied. **Software required:** Word 2000 or higher. **Textbook required.**

Basic Animal Husbandry (CSLO 96)

(36 hours)

Designed for beginners in the animal health care field. Upon completion of this course, the student will have basic knowledge of anatomy, nutrition, and behaviour of the dog, cat, ferret and rabbit. They will develop a basic understanding of veterinary diseases, especially zoonotics, and students will learn the importance of a clean, well organized hospital. **Prerequisite:** Veterinary Terminology. **Software required:** Word Processor capable of creating RTF files. **Textbook required.**

Basic Arithmetic (CSFA 5)

(45 hours)

This course provides students with the basic arithmetic skills required in everyday life. Students will learn fundamental algebra needed for further courses or programs where mathematics is applied. **Software required:** Word 2000 or higher. **Textbook required.**

Basic Botany (CSAL 12)

(45 hours)

This is an introductory course, which provides a practical approach to the study of botany. Plant classification, the external and internal structure of plants and an overview of some of the physiological processes are explained as they relate to horticulture. The purpose of the course is to train the student to observe and reflect on the relationship between plants and their environment. This course provides a general overview of plant form and function and supplies the student with a background in botany before pursuing further studies in the field of horticulture. **Textbook required.**

Basic Concepts and Practices in Adult Education (CSSE 43)

(12 hours)

This module introduces the college educator to the characteristics and needs of the adult learner. Various learning styles and profiles are examined as well as the realities of the learner, community and society in today's rapidly changing world. Creating a positive and inviting learning climate is both discussed and experienced. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

Basic Concepts of Reliability (CSCG 62)

(39 hours)

This course presents the concepts of reliability integrated with statistical techniques used in other areas of quality assurance. It provides a summary of methods and procedures of reliability statistics for professional designers and test and reliability personnel. Topics include a review of distributions, tests of hypotheses, logic diagrams, mathematical models, predictions of component reliability, apportionment, reliability growth, assessment methods and reliability demonstration. **Textbook required.**

Basic Construction Methods and Technology (CSCG 30)

(39 hours)

As a prerequisite to the Construction Estimating program, this course introduces the student to basic blueprint reading and common methods of construction, from soil excavation to roof design. We will discuss legal concepts of building/planning codes and statutes. You will gain a foundation of residential/commercial construction principles, and codes in practice today. **Prerequisite:** A sound mathematics and English background is important for success in this course. The student will require a good understanding of MS Word. **Note: This course has mandatory group work. Textbook required.**

Basic Quark Xpress (CSLO 61)

(45 hours)

Discover fundamental aspects of this traditional industry standard in desktop publishing and design. Topics include: creating master pages; single and multiple page documents, single and multiple columns of text; importing text and flowing it into linked columns of various shapes and sizes; proper kerning/leading; spacing of text; combining text with imported photos and graphics; changing font or photo sizes and rearranging elements within a page. **Prerequisite:** Introduction to Computers (or equivalent). **Software required:** Quark Xpress 5.5 or higher Mac or PC. **Textbook required.**

Basic Veterinary Pharmacology (CSLO 187)

(36 hours)

The focus of this course is on veterinary pharmacology, the pharmacodynamics and pharmacokinetics of veterinary drugs, as well as drugs

most commonly used in veterinary medicine, so that the student can develop the necessary vocabulary and understanding of pharmacology to work effectively within a veterinary hospital. The regulations which govern veterinary drugs as well as basic pharmacy skills will be covered. **Prerequisites:** Veterinary Terminology, Basic Animal Husbandry, Animal Husbandry 2, and Veterinary Lab Procedures. **Textbook required.**

Beginning Game Programming in Java (CSNC 61)

(45 hours)

This course builds upon java programming fundamentals in developing interactive games using the java programming language. The course will explore 2D games using vector graphics, using java's advanced 2D library to create animation and sound effects, sprite based games, collision detection and threads. During the course students will build their own java game based upon course material. **Prerequisite: Intermediate Java. No textbook required.**

Beginning Medical Transcription (CSLO 118)

(45 hours)

This is a beginning medical transcription course designed to provide students with a working knowledge of transcription of medical reports. Transcription is taking the spoken word and turning it into a written document. Case studies are provided so that the student will gain knowledge in the transcribing of various medical reports. Medical reports will be transcribed from ten individual case studies, each of which concerns an inpatient with a specific medical problem. There are between four and eight reports within each case study. Students will be involved in the care of the patient from the date of admission through the date of discharge. **Prerequisites:** MUST HAVE: Medical Terminology, Medical Keyboarding, Writing Grammatically or Communications 2, Transcription Styles & Practices, and Transcription Fundamentals. Must have a typing speed of at least 30 wpm, and familiarity with a word processing package (MS Word, WordPerfect), Good punctuation and grammar skills are required. Instructor will be checking with students re: prerequisites and will refer those without to registering college coordinator. **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 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.**

Behaviour Management and Crisis Intervention (CSSF 6)

(45 hours)

The emphasis is on developing an understanding of the principles of basic behaviour management and crisis prevention common to all helping relationships. **Software required:** High Speed is recommended, dialup is not recommended. **No textbook required.**

Behavioural Skill Building (CSAL 149)

(45 hours)

This course presents a comprehensive review of procedures for choosing and organizing curriculum for students with autism of various ages. A review of basic behaviour principles and teaching strategies will be discussed. Emphasis will be placed on curriculum development such as the utilization of the Assessment of Basic Language and Learning Skills (ABLLS). Curriculum development will be discussed with an emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. **Prerequisites:** Intro to ABA, Intro to ASD, & Treating Challenging Behaviours. **Textbook required.**

Benefits Administration (CSNC 53)

(45 hours)

Benefits and their administration in business are examined, including such topics as the Canada Pension Plan, Workers' Compensation, government health plans, and pension programs. Life, accident and health insurance, other than that, which is provided by the government, are studied. This course also covers contractual benefits such as rest periods, vacations and sick leaves and volunteer benefits such as social, recreational, and cultural activities and counselling. Additional topics include costing, program design, E.A.P.'s and special programs such as retirement planning and fitness projects. **Textbook required.**

Between Farm and Table: Local Food Businesses and Cooperatives (CSSL 31)

(45 hours)

This course will be an exploration of the plethora of local food businesses and infrastructure emerging across Canada. These businesses include innovative models such as co-operatives, eco-friendly distributors (ex. food-box drop offs by bicycle), non-profit partnerships, and Community Supported Agriculture. There will be a brief history of how global food system consolidation led to the drive for alternatives. And we will also look at how grocery stores, restaurants, processors, and abattoirs—more traditional parts of the food system-- are incorporating local food options. Throughout the course modules, you will be invited to discuss, debate and investigate regional examples, the contexts they work within, and the models and best practices that influence these local businesses. Not only that, but you will complete creative and useful assignments that allow you to understand the what's, whys and how-to's of food businesses in your region. (From field to factory to storage

room to fork, this course will trace what is necessary to create a strong, vibrant (and profitable, and socially just!) local food system.

Software required: Speakers required. **No textbook required.**

Border Services (formerly Customs and Immigration) (CSDU 111)

(28 hours)

The first part of this course is designed to provide the student with an understanding of Canada Customs as it pertains to the duties of Customs Officers: the Customs Act as it relates to the movement of persons and goods into and out of Canada. The second part is designed to provide the student with an understanding of the Employment and Immigration Canada as it relates to the administration and enforcement of the Immigration Act and Regulations with particular emphasis on the admissibility and inadmissibility of persons entering Canada.

Textbook required.

Braille Level 1 (CSMO 138)

(18 hours)

The course is intended to introduce the learner to Braille, to develop basic skills necessary to read and write alphabetic Braille, and to develop basic skills in the use of the Perkins Braille. Successful completion of this course should prepare the learner to continue with Braille Level 2.

Software required: Student must have access to a Perkins Braille. **Textbook required.**

Braille Level 2 (CSMO 139)

(27 hours)

The course is intended for the intermediate level Braille learner, to develop basic skills necessary to read and write contracted Braille, and to develop skills in the use of the Perkins Braille and Slate and Stylus. Successful completion of this course should prepare the student to continue to Braille Level 3. Student must have a Perkins Braille and a Slate and Stylus-available from CNIB. **Prerequisite:** Braille 1.

Software required: Student must have a Perkins Braille. **Textbook required.**

Braille Level 3 (CSMO 140)

(27 hours)

The course is intended for the intermediate Braille learner, to complete basic skills necessary to read and write contracted Braille, and to develop skills in the use of the Perkins Braille. Successful completion of this course should prepare the student to continue with Braille Level 4. **Prerequisite:** Braille 2. **Software required:** Student must have access to a Perkins Braille. **Textbook required.**

Braille Level 4 (CSMO 141)

(27 hours)

The course is intended for the advanced Braille learner, to learn identification and use of Braille forms which convey a variety of print symbols and formats experienced in classroom Braille reading and writing. **Prerequisite:** Braille 3. **Software required:** Student must have access to a Perkins Braille. **Textbook required.**

Brokerage & Logistics 1 (CSLO 119)

(45 hours)

This course introduces the student to the Import and Export Business, concentrating on the Customs Brokerage Industry in Canada. Also, the course looks at the movement of goods, geographical problems that may occur in transportation, and a look at general transportation systems (Logistics). **Prerequisites:** Math - Grade 12 equivalency of basic general business math; Geography - Grade 11 equivalency;

Prerequisite OR Corequisite: Customs and Immigration. **Software required:** Microsoft Word, Acrobat Reader and PowerPoint to view presentations. **No textbook required.**

Brokerage & Logistics 2 (CSLO 133)

(45 hours)

This course furthers the student's knowledge in the Import and Export Business, concentrating on the Customs Brokerage and Transportation Industry in Canada. Also the course looks at the movement of goods, geographical problems that may occur in transportation and general transportation systems (Logistics). **Prerequisite:** Brokerage & Logistics 1 and Customs Admin I. **Software required:** Microsoft Word, Acrobat Reader and PowerPoint to view presentations. **No textbook required.**

Building and Maintaining Customer Relationships (CSAL 77)

(48 hours)

In this course, students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs, and fostering an environment that encourages customers to return. The course is of interest to anyone who works with customers, either internal or external, on a daily basis. **No textbook required.**

Business Communication 2 (CSDU 101)

(42 hours)

Employers are looking for employees who possess strong analytical skills and good written and oral communication skills. The first step in applying these skills is in the job search process. Understanding how problems can be solved will be transferred to the job search, report writing and oral communication components of the course. The appropriate documentation and research required to execute an effective job search strategy will be created in this course. Report-writing skills involving detailed problem solving will be applied in this course. As employees advance in their careers, the ability to produce a well-documented, complete and concise report becomes increasingly important. Finally, the ability to speak confidently about a variety of topics to various group sizes is of crucial importance. This course will allow the student to further develop effective oral presentation skills which will be invaluable in career development. **Prerequisite:** Business Communications I. **Software required:** Students will need access to M/S PowerPoint to complete their online Presentation. **Note: This course has mandatory group work. Textbook required.**

Business Finance 1 (CSDU 199)

(42 hours)

This course provides an overview of financial management and covers financial statement analysis, valuation of cash flows, risk and return as well as an introduction to capital budgeting. Finance directly affects every individual, organization (both public and private) and branch of government. This course is designed to provide accounting students with skills that will allow them to make better financial decisions. Business Finance I & II are logical termination courses because they draw on information learned in first and second year accounting as well as other related third year courses. **Prerequisite:** Intermediate Accounting 2. **Textbook required.**

Business Finance 2 (CSDU 62)

(56 hours)

This course is designed to provide a theoretical or conceptual framework that students can use to make decision in the Canadian Business environment. Topics include: capital markets in Canada, investment underwriting, long term debt versus lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and external growth through mergers. **Prerequisite:** Business Finance I. **Textbook required.**

Business Fundamentals of Industrial Distribution (CSMO 160)

(30 hours)

This course will focus on the core concepts of business processes and quality management and explore the essentials and economics of the industrial distribution industry. discuss the operations environment and the evolution of the supply chain. **Textbook required.**

Business Law I (CSAL 14)

(45 hours)

This course prepares students for a business environment increasingly impacted by laws. It will teach students to have an appreciation for how laws must be understood and used by management in the conduct of business and provide them with an ability to analyze a business situation from a general legal perspective. Emphasis is placed on contracts, torts, employment law, business organizations, human rights, creditor's rights, and marketing law. **Textbook required.**

Business Math (CSFA 39)

(45 hours)

This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment. This course is to prepare students for later courses in Business, Finance and Accounting. **Software required:** Word 2000 or higher. **Textbook required.**

Business Plan and Presentations for Small Business (CSMO 110)

(56 hours)

See The Detailed Business Plan

Business Report Writing (CSDU 47)

(48 hours)

The student learns how to structure written reports from memos to formal presentations in a way that is precise, clear and easy to read. This course is ideal for anyone who finds the report writing demands of the job outstrip their training. The student learns mastery of reports through a series of ten assignments ranging from simple memos to formal reports - all under the guidance of a professional writer. Demands on the student are high, but the results are worth it. **Textbook required.**

Business Simulation (CSDU 196)

(14 hours)

In this course, students will participate in a computer-based business simulation, designed to help them begin applying some of the foundational business principles introduced in other courses. Working in teams, students will manage a simulated business and make decisions related to all functional areas of business – marketing, operations, human resource management, and accounting. Teams will compete against other “businesses” managed by their peers. Success in the simulation will depend upon each team’s ability to work together, analyze the competitive environment and make decisions that will allow their “business” to outperform their competitors. **Prerequisite:** Small Business Management. **Note: This course has mandatory group work.** **Software required:** Students are required to purchase access to the simulation. **No textbook required.**

Business Statistics (CSFA 38)

(45 hours)

Throughout this course you will learn about various approaches to basic statistical methods. This course covers regression analysis, probabilities and distributions, sampling, statistical estimation and hypotheses testing. You will demonstrate various skills including problem solving, organization, troubleshooting, and analysis. **Software required:** Word 2000 or higher. **Textbook required.**

Business Writing Strategies (CSAL 61)

(48 hours)

In this course, students develop practical writing skills using technology for successful communication in business. They learn how to compose business correspondence including e-mails, memoranda, letters, and reports with a focus on routine, persuasive, and negative messages. The course includes a review of grammar and mechanics. **Software required:** PowerPoint. **Textbook required.**

By-Law Enforcement (CSDU 200)

(28 hours)

Students learn about the structure of municipal governments and their power to enact bylaws and the importance of bylaws. A number of different municipal statutes are studied such as zoning bylaws, animal control bylaws and licensing. Students also learn about preparing for court in regard to offences against municipal codes and the importance of good note taking. Today’s bylaw enforcement officer must have a thorough knowledge and understanding of municipal government and its role in society. This course will provide the student with a clear understanding of how municipal bylaws are generated, passed and enforced by utilizing different provincial statutes and showing the student the importance of municipal investigations. **No textbook required.**