

Calculus (CSSA 40)

(64 hours)

The basic concepts of calculus are introduced through an emphasis on applications and examples. Topics include limits, simple derivatives, derivatives of trigonometric and logarithmic functions, applications of derivatives, curve sketching, integration, and applications of integration. **Prerequisite:** Technical Math II. **Software required:** Acrobat Reader (.pdf). **Textbook required.**

Calculus Prep Mathematics I (CSFA 9)

(75 hours)

This course provides students with the basic skills, terminology and understanding of the prerequisite topics required for introductory mathematics at a university level. Advanced algebraic expressions, sets, functions and linear systems will be covered. If this course is to be used as preparatory credit for university courses it should be submitted to the University for approval prior to registration. **Prerequisites:** Qualifying Mathematics (Business) or Qualifying Mathematics (Technician). **Software required:** Word 2000 or higher. **Textbook required.**

Calculus Prep Mathematics 2 (CSFA 12)

(75 hours)

This course prepares students with the basic skills, terminology and the understanding of concepts required for first year introductory mathematics at a university level. Students will be introduced to functions, including graphing, algebra of functions and geometric functions to prepare for introductory calculus. If this course is to be used as preparatory credit for university courses it should be submitted to the University for approval prior to registration. **Prerequisites:** Qualifying Mathematics (Technology). **Software required:** Word 2000 or higher. **Textbook required.**

Canadian Criminal Justice System (CSDU 197)

(42 hours)

Today's law enforcement professionals must be able to apply the laws of Canada and those of the provinces. Therefore, students require more than a basic understanding of the Canadian justice system and how it applies to the field of law enforcement. In this course, students acquire foundational knowledge and skills related to the development, structure and practical operation of the Canadian criminal justice system. The course is geared towards students who will become practitioners in the criminal justice field and will require knowledge of their role in relation to the justice process as a whole. Throughout the course, students will have an opportunity to critically analyze the various components of the justice system, as well as examine the overall effectiveness and efficiency of the system. **Textbook required.**

Canadian Law (CSDU 208) NEW

(42 hours)

This course is designed to introduce students to the law in Canada. A brief history of the development of Canada's legal system and an overview of the sources and divisions of law set the stage for an examination of the Constitution and the Canadian Charter of Rights and Freedoms. A thorough examination of the courts and the roles of those in the courts give students insight into the operation of the legal system. Students are introduced to tort law, family law, criminal law, and administrative law. This course is meant to give students a general understanding of how laws are defined, created, implemented, and interpreted to give them a strong foundation to build upon in their core legal courses. **Textbook required.**

Canadian Law & Provincial Legislation (CSDU 157)

(28 hours)

This course is designed to introduce the participants to the fundamental concepts of Canada's legal system. The students will learn how laws are defined, created, implemented and interpreted to provide solutions to problems. Various Acts impacting emergency communications will be examined and "on the job" implications explored. **Note: This course has mandatory chats. No textbook required.**

Canadian Literature (CSNC 59)

(45 hours)

This course will allow students to read selected Canadian literature, including novels and short stories, and to analyse and discuss various key points of each piece of literature. Students will identify the different types of audiences intended for each literary piece. Some suggested areas of study for each novel will include selected key literary terms as well as discussion of the relevance of setting and plot in relation to Canadian culture and history, found in each individual piece. This course will focus on both reading literature as well as the use of proper written English. The novels chosen will also be explored in relation to their relevance to Canadian culture. Key literary terms and events will be discussed for each novel, including questions for each literary piece. **Textbook required.**

Canadian Politics (CSMO 42)

(42 hours)

An overview of Canadian politics covering the structure of Canadian Government, the practice of politics and a background of major political issues. **Textbook required.**

Capstone Course, Skills Integration (CSMO 154)

(30 hours)

The skills of consecutive interpreting and note taking, sight translation and simultaneous interpreting are practiced in preparation for this course's major component - the integration of interpreter skills and competencies through the "Comprehensive Case Studies" Method. The final module deals with professional comportment issues and some of the financial management skills required for the interpreter who works as an independent contractor. **Prerequisite:** Introduction to Spoken Language Interpreting Consecutive Interpreting Setting Specific Interpreting Skills Development - Sight Translation Skills Development - Simultaneous Interpreting. **Software required:** Students must have access to a working microphone, a headset and a digital voice recorder. **No textbook required.**

Career Mapping and Job Attainment (CSNC 42)

(45 hours)

In today's competitive job market you want to ensure that your resume stands out from the competition. Find out how to apply with confidence for the job you want and have an interview that will "Wow" them. Learn how to write both effective job application and thank-you letters. Develop your understanding of networking and prospecting. Create a resume that will capture your prospective employer's attention and secure the interview that you would like. Find out how to interview like a pro. Get tips on how to dress and speak in an interview and discover other helpful interviewing tips that will help you get the job you want. **Textbook required.**

Career Prep PFP (CSDU 201)

(14 hours)

This course is designed to familiarize students in the Police, Border Services, Corrections and Security Guard employment process. This is a pass/fail course; in order to pass the student must attend 80% of the classes and complete four tests, one in each of the four areas. Students wishing to pursue a career in policing, border services, corrections or security need to be aware of the specific processes involved in their employment applications to municipal, provincial, federal or corporate organizations. **Textbook required.**

Case Management in Addictions (CSFA 60)

(39 hours)

This course will identify the key administrative and record keeping functions involved in effective case management practices. Students will be introduced to the processes and procedures involved in effective case management including intake, the first interview, conducting social histories/assessment forms, developing service plans, monitoring, referring as well as developing goals and objectives for the client. Students will also be introduced to documenting and recording procedures as well as case consultation and case conferencing. Included with all the process listed above, students will also learn various communication skills including motivational interviewing, reflective listening, how to ask questions, dealing with difficult issues, addressing and disarming anger and more. The course will also introduce legal issues associated with case management, including confidentiality. Students will also engage in an in-depth look at screening and assessment practices and models including the Substance Abuse Screening Inventory (SASSI), C.A.G.E. assessment, MAST and other assessment inventories as identified. **Textbook required.**

Cataloguing Electronic and Internet Resources (CSMO 108)

(36 hours)

You will apply traditional methods of cataloguing, using AACR2 and MARC21 coding, to Internet resources and other resources in electronic format. Also, you will examine metadata standards and machine generated cataloguing. **Prerequisite:** Descriptive and Access Cataloguing I and Serials. 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 related experience is strongly recommended. **No textbook required.**

Censorship, The Media and You (CSSE 11)

(42 hours)

Censorship, or the act of restricting material deemed unsuitable for public consumption, has existed throughout history. This subject will examine the concept of censorship, its history and application in current issues. Students will be exposed to controversial materials and immersed in the discourse of censorship in order to gain an understanding of who controls knowledge, why and to what affect.

Prerequisite: College English or equivalent. **Textbook required.**

Change Management (CSHU 48)

(36 hours)

In the complex business world in which we all live and work, change seems to happen at the speed of light. Being able to effectively manage that change while executing strategic change initiatives can help propel a company forward or contribute to its demise. In order to be effective, managers need an understanding of change management. This course examines change in organizations and the role and impact managers have in that change. Being an effective change agent through Appreciative Inquiry (AI) will also be analyzed in this course. AI is a widely recognized process for engaging people in change management. Students will analyze different change management initiatives and apply change management theory and techniques available to plan and manage their own change initiative. **Prerequisite:** Organizational Behaviour. **Textbook required.**

Chemical Hazards (CSCM 25)

(45 hours)

This course will continue to address unhealthy work conditions and more specific legislation which applies to these situations. Methods of monitoring for hazardous substances, correcting the situation and preventing future incidents will be discussed. Concepts of the industrial processes, risk analysis and the role of fail-safe studies will be presented. **Prerequisite:** Chemistry or an equivalent Organic Chemistry course. **Software required:** Adobe Acrobat and MS Word for reading and submission of assignments. **Textbook required.**

Childhood Victimization (CSAL 175) NEW

(45 hours)

Childhood victimization can have long-term negative impacts and shape the way a person views the world and those surrounding them. Students examine short and long-term effects of childhood victimization and gender related issues. Common myths are explored regarding children's symptoms and the effects of childhood victimization. Students gain an understanding of criminal and child welfare investigations, as well as relevant legislation and professional requirements related to reporting and documentation. Child development (ages, stages, capacities) and parental/guardian considerations are explored. Through a combination of lectures, case studies and discussions, students develop the interpersonal skills necessary to listen to and to interview children and their families. Emphasis is placed on appropriate victim support and prevention recurrence. **Textbook required.**

Children's Services and Issues (CSMO 105)

(36 hours)

This course provides an issues-oriented introduction to the wide range of responsibilities associated with children's library services. You will investigate, from a children's services perspective, the basics of planning and administration, collection development and management, information and readers' advisory services, and programming and program promotion. **Prerequisite:** 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 related experience is strongly recommended. **No textbook required.**

Children's Technology (CSCN 16)

(24 hours)

This course will focus on methods of programming computers for and by children. The computer will become a tool for active learning and a means of introducing concepts, which would extend a child's learning. **Prerequisites:** Child Development I, Research Methods, High/Scope Curriculum, and Math and Science for Young Children (typically this course is taken in the fourth semester of a four semester ECE diploma program) **No textbook required.**

Classifying with LCC (CSMO 123)

(36 hours)

Benefit from an in-depth study of the application of the Library of Congress Classification scheme, including assignment of author numbers. Develop skills in using the web version of the LCCD schedules and in assigning complete LCC call numbers. **Prerequisite:** Subject Analysis and Classification. **Note: This course has mandatory chats. No textbook required.**

Classroom Skills (CSMO 64)

(42 hours)

Classroom Skills is designed to familiarize the Educational Assistant with English, Mathematics and other subject areas of the Ontario Curriculum. Lessons focus upon the strategies and skills Ed. Assistants may use to assist students' development of curriculum expectations. Issues related to concrete materials and technology will also be addressed. **Prerequisite:** Safety in an Education Setting, Foundations of Education and Personal and Interpersonal Dynamics. **No textbook required.**

Client Services (CSMO 104)

(36 hours)

You will examine the variety of services available to user groups in different library settings. Investigate and practise the basic principles behind library-user orientation, training and programming to gain the required skills for successful customer service. Explore the vital role public relations, advocacy, and marketing play in client services. Complementing this course is the examination of inter-lending and document supply services. **Prerequisite:** Information Work 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 related experience is strongly recommended. **No textbook required.**

Coaching and Developing People (CSGG 19)

(30 hours)

This online course provides proven strategies for coaching and communication, getting work done, resolving conflict, improving positive performance and developing positive working relationships. A Manufacturing Leadership Certificate Program – MLCP- credit. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Co-dependency as an Addiction (CSCL 34)

(45 hours)

This course provides an overview of how individuals can become addicted to others and relationships. It will examine the personalities of abusers and those who are abused. How individuals with complimentary personality disorders unite and form bonds will be examined. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point of this course. Students will learn how individuals with CO Dependent personalities can become capable of breaking free from the cycle many get caught in. **Co-requisite:** English and Communications. **Textbook required.**

ColdFusion (CSAL 59)

(48 hours)

ColdFusion enables you to generate Dynamic HTML pages and speed client-server transactions. Many data-driven features of websites including discussion boards, chat rooms, shopping, webstore catalogues, online banking and pages individually tailored to a specific user can be accomplished quickly and easily with ColdFusion. Topics include arrays, functions, objects, connecting to a database, retrieving and storing information from a database, and the presentation of data on a web page. **Prerequisite:** Intermediate CGI & PERL. **Software required:** FTP Software. **No textbook required.**

Collection Maintenance and Inventory Control (CSMO 93)

(36 hours)

This online course introduces collection maintenance with an emphasis on circulation of library materials. You will learn the basics of circulation, care and maintenance of library materials, and inventory and weeding. Also explored is effective use of standard audiovisual equipment. **Prerequisite:** Introduction to Libraries; Ontario Secondary School Diploma (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 related experience is strongly recommended. **Note: This course has mandatory chats. No textbook required.**

Comfort Measures (CSDU 135)

(30 hours)

The focus will be on comfort measures for the terminally ill patient. There will be an emphasis placed on promoting a realistic independence for the client based on his/her support systems. **Textbook required.**

Communication and the Food Service Worker (CSLO 105)

(30 hours)

Focus on the communication skills required by the Food Service Worker in the health care institution. General principles of human communication will be explored including verbal interaction, intercultural communication, and listening. Students will learn effective communication skills and techniques for communicating with patients, residents, co-workers, and supervisors. Students will also have the opportunity to develop writing skills and presentation skills. **No textbook required.**

Communication Skills for the Educational Setting Part 1 (see Total Communications Part I) (CSMO 147)**Communication Skills for the Educational Setting Part II (see Total Communications Part 2) (CSMO 169)****Communication/Professional Practices (CSSE 32)**

(42 hours)

The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is imperative that the home inspector be able to communicate clearly and effectively to ensure understanding of an inspection, once conducted. Students in this subject develop their oral and written communication skills, and learn the reporting requirements and proper conduct required of a professional in this industry. **Textbook required.**

Communications and Investigative Report Writing (CSDU 198)

(42 hours)

This course is designed to familiarize students with the foundational components of investigative report writing. More specifically, this course examines many procedures that are used during an investigation and the relevant importance of providing written investigative narratives. In addition, students will be introduced to advanced avenues of enquiry that are reliant on effective communications and investigative report writing. **Textbook required.**

Communications I (formerly English 1) (CSAL 7)

(45 hours)

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments. **Software required:** Word & PowerPoint. Microphone required. **No textbook required.**

Communications II (formerly English 2) (CSAL 8)

(45 hours)

A continuation of the studies begun in English I, this course develops students' skills in listening, reading, and writing at a more advanced level. Focus is placed on the forms, conventions and strategies of written communication in the context of the workplace. **Prerequisite:** English I. **Software required:** Word. **Textbook required.**

Communications I (CSCM 1)

(45 hours)

In this course, the student will develop and practice the fundamentals of Standard English including grammar, sentence structure, and the conventions of Standard English. The student will develop and apply paragraph and essay research; organization and planning skills; develop and enhance independent learning skills; and develop and enhance e-learning capabilities. **Textbook required.**

Communications 2 (Police Foundations) (CSDU 83)

(42 hours)

Police Foundations Communications II focuses on the enhancement of communication skills frequently used by police officers. In this advanced course, students write notebook entries and reports following guidelines used by police agencies. They will complete exercises that familiarize them with professional communication practices including business writing. The students will develop and enhance their reading and listening skills and acquire effective workshop presentation skills. **Prerequisite:** Communications I - PFP. **Software required:** Students will need access to a video camera or DVD to complete their oral presentation, no exceptions. **Textbook required.**

Community and Social Services (CSSL 9)

(45 hours)

This course will explore the structure and administration of community organizations and social services that operate within and adjacent to the criminal justice system. The course will further explore the issues, trends, and legislations that impact on Community Social Services. The student will be required to perform 40 hours of direct community study while applying knowledge obtained through the course modules. **Textbook required.**

Community Policing 1 (CSCN 4)

(45 hours)

This course introduces students to theory and models of community policing and their applications. Problem-solving models and the role of alternative dispute resolution strategies will be examined. Community development and community involvement in dispute resolution, as well public relations and media relations, will be explored. **Prerequisite:** OSSD or college's Mature Student Test. **Note: This course has mandatory chats. Textbook required.**

Community Policing 2 (CSDU 66)

(42 hours)

This advanced course will allow students to apply and demonstrate crime prevention, problem oriented policing strategies and apply elements of volunteerism. Students will be required to assess a community problem and develop, implement and evaluate results to resolve a community problem. Students will also explore the relationship between community policing and police complaints. **Prerequisite:** Community Policing I. **Note: This course has mandatory group work. Textbook required.**

Compassion Fatigue, Self-Care and Professional Practice (CSAL 177) **NEW**

(45 hours)

Working with victims of crime is a demanding profession. Students learn the principles of debriefing, self-care and stress management. Reflective activities and in-class discussions enable students to understand their personal strengths and limitations and to develop and critique personal strategies for managing occupational stress. Special attention is given to working within professional guidelines and to the creation of individual plans for professional development. Through examination of Victim Service Standards students develop knowledge of ethical codes, confidentiality and ongoing education that guide professional practice in victim services.

Compensation Management (CSCN 18)

(45 hours)

This course provides the student with the foundation of the reward systems found in all organizations, whether profit or not-for-profit. The course examines both the theoretical and applied aspects of the compensation function, with special consideration of the major factors that influence the actual design of a compensation system. **Textbook required.**

Comprehensive Practices in Risk & Retirement Planning (CSCL 16)

(42 hours)

Designed to provide students with a comprehensive understanding of the principles and applications related to the concepts of managing risk and retirement planning, this course covers products, issues, and practices in the area of insurance and retirement. Also explored are risk management and retirement planning processes progressing from the wealth accumulation phase into the retirement phase. This course offers Modules 9-14: Risk Management - Fundamentals, PandC, Other; Life and Disability Insurance, Registered Pension Plans, RRSPs, Retirement Income and other compensation, Retirement Planning. **Prerequisite:** Contemporary Practices in Financial Planning. **Textbook required.**

Computer Applications in Business I (CSNC 65)

(45 hours)

This is a hands-on computer applications course that provides the student with the intermediate and advanced word processing skills to produce professional business documents efficiently. Students will also develop expertise in electronic presentation software and spreadsheet applications in order to meet the demands of today's business industry. **Prerequisite:** Previous computer and internet experience.

Software required: Office 2007 or Office 2010. **Textbook required.**

Computer Applications in Human Resources (CSDU 85)

(42 hours)

An understanding of spreadsheets is an invaluable tool in today's human resource management profession. Being able to control and manipulate data is a major requirement by all employers. A successful human resource professional must be able to utilize an existing worksheet by charting, sorting, and developing what-if-scenarios in order to remain current with today's industry standard. This course will provide an understanding and the fundamental principles of Microsoft Excel as applied to human resource management related problems. A series of assignments leads the student through the critical issues of spreadsheet-based database design, and demonstrates the potential needs for computers in this field. **Prerequisite:** Knowledge of Business Computer Applications. **Software required:** Microsoft Excel 2007.

Textbooks required.

Computer Applications in Marketing (CSDU 86)

(42 hours)

Understanding the use of computers is an invaluable tool in today's marketing industry. A successful marketer must be able to communicate electronically using up to date computer software. This course is designed to provide marketing students with a set of computer skills useful in marketing. Specific skill areas include: Word, Excel, Publisher, and Access. **Prerequisite:** Knowledge of Business Computer Applications.

Software required: Microsoft Word, Excel, Access and Publisher. **Textbook Required.**

Computer Applications in Quality Assurance (CSCG 15)

(36 hours)

The student will be introduced to the computerization of statistical process control functions such as histograms, control charts and data collection. This course uses spreadsheets, word processing and other quality assurance related software to demonstrate how computers can be used to effectively manage a quality system. **Prerequisite:** Working knowledge of Windows, Microsoft Word and Excel or equivalent.

Software required: Word processing and Spreadsheet. **No textbook required.**

Computer Keyboarding Skills II (CSDU 165)

(28 hours)

This course builds on the outcomes of Computer/Keyboarding Skills I. Students will continue working toward improving accuracy and increasing speed by practicing keyboarding skill-building drills, timed writings, and memorization techniques. They will continue to gain skills and increase their knowledge regarding computer applications and programs used throughout the emergency response sector. Students will apply their keyboarding and Word 2003 skills to create a resume and cover letter that summarizes their accomplishments, experiences, skills, and education which will effectively capture a prospective employer's interest. Keyboarding speed and accuracy are vital when transferring information to frontline staff and the general public in the emergency communications/911 sector. Communication centres and staff are directly linked via computer to personnel in the field allowing the free flow of information. The accuracy and speed of the transfer of information is of vital importance to frontline staff and the general public. Communication staff must possess superior computer skills in order to work effectively in a Communications Centre. In order to prepare students for industry standards, students will endeavour to reach this goal through practice. A minimum of 45 net words per minute (NWPM) must be achieved in this course in order to successfully complete

this course. **Prerequisite:** Computer Keyboarding Skills I. **Software required:** Keyboarding Pro 5.0 MicroPace - included in bundled textbook package. **Textbook Required.**

Computer Skills for Business 1 (CSMO 71)

(42 hours)

This course is designed to provide the student with sufficient computer skills to produce the initial sections of a business plan. The student will be exposed to Windows XP, Word, Outlook, Internet Explorer, for the purposes of assembling their business plan. **Textbook required.**

Computer Skills for Business 2 (CSMO 113)

(42 hours)

This course is designed to provide the student with sufficient computer skills to continue work for producing a professional business plan. The student will be exposed to Word, Excel, PageMaker, Visio, PowerPoint and FrontPage for the purposes of assembling and presenting their business plan. **Prerequisite:** Computer Skills for Business 1. **Textbook required.**

Computer/Cyber Crime (CSDU 174)

(42 hours)

Computer Crime encompasses a broad range of illegal activity. This course will introduce the student to the more common criminal offences in which a computer or network is the tool, target or place of the crime. Students will gain an understanding of the creation, movement and storage of digital information in an information technology infrastructure, the methodology used to obtain digital evidence and the legal requirements involved in the search and seizure of such evidence. The course will deal with the various methods utilized in the tracing of email and web site postings as well as the search and seizure of the evidence in the preparation for a criminal prosecution. On completion of the course the student will know how to recognize common computer crimes and locate the source of digital evidence. The student will also gain an understanding of the search and seizure requirements during the course of a criminal investigation involving computer crime. **No textbook required.**

Computers 1 - Introduction to (CSLO 18)

(45 hours)

This course will familiarize students with both the hardware and software of their computer system. Graduates will be able to use the most common functions of the WINDOWS operating system including the WINDOWS Explorer program for file management and will be able to identify security risks and protect their computers from malware. Graduates will be able to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas using Microsoft Excel. Microsoft Works is NOT acceptable for use on the course. **Software required:** MS Office. **Textbook required.**

Computers 2 - Introduction to (CSLO 151)

(45 hours)

This course will provide the student with more advanced and related skills in constructing spreadsheets using Microsoft Excel, developing presentations using Microsoft PowerPoint and creating, maintaining and publishing a database using Microsoft Access. Students completing this course will have a well rounded knowledge of the Microsoft Office Suite. **Prerequisite:** Computers 1. **Software required:** MS Office 2003, 2007 or 2010: Excel/PowerPoint/Access. **No textbook required.**

Computers in Education (CSMO 68)

(42 hours)

This course will teach microcomputer skills for the EA candidate's own use and for the effective assistance of students with their own computer literacy and use of computers to access and learn other curriculum. If you do not have adequate basic computer skills (word processing and internet searching), you must take an introductory computer course. **Prerequisite:** Students registering in this course must have access through an elementary or secondary school site to the Ministry of Education educational software. **Software required:** Students registering in this course must have access through an elementary or secondary school site to the Ministry of Education educational software. PowerPoint. **No textbook required.**

Computers in Nursing (CSNC 45)

(45 hours)

Designed for Health Science students only, this course will examine the use of computers in nursing. You will focus on using nursing applications for Windows, the Internet, e-mail, on-line databases and Microsoft excel. **Software required:** Word and Excel. **No textbook required.**

Conflict Management (CSSA 7)

(48 hours)

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. The conflict will be examined from its

inception through police intervention. Problem solving and non-violent intervention techniques along with intervention strategies directed toward specific police related incidents will be addressed. Learn to recognize behaviour patterns that may lead to violent encounters and the appropriate legal responses in these encounters. **Prerequisites recommended:** Criminal & Civil Law, Criminal Code, Police Powers I, and Provincial Offences. **Textbook required.**

Consecutive Interpreting (CSSE 61)

(30 hours)

Following a brief overview of the theoretical framework underlying the process of consecutive interpreting, the course concentrates on the development of skills essential to the task of effective interpreting including: memory and comprehension, note taking, vocabulary building, and handling linguistic and ethical challenges assertively. Consecutive interpreting exercises are incorporated throughout the course with a view to analyzing and improving practice. **No textbook required.**

Construction Contract Bid Management (CSCG 36)

(39 hours)

This course will provide a student who has a basic knowledge of 'General Contracting' and estimating, additional understanding of Tender Documents for all project types and knowledge of computerized estimating and unit price control. It will provide the student with the understanding of a role in the estimating team and importance of bid management. This course will lead to the management of site, material ordering, scheduling and the cost control process. **Prerequisite:** Material Estimating and Methods. **Note: This course has mandatory group work. Textbook required.**

Construction Contracts and Documents (CSAL 54)

(32 hours)

This course is an introduction to the principles of contract law as they relate to the construction industry. The various types of construction contracts and bidding documents are introduced and examined. This subject builds upon the principles of contract law and introduces standard forms used in the construction industry issued by the Canadian Construction Documents Committee and the Canadian Construction Association. **Textbook required.**

Construction Job Site Management (CSCG 63)

(39 hours)

Students will develop skills toward jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. **Prerequisite:** Material Estimating and Methods. **Textbook required.**

Contemporary Canadian Social Problems (CSSA 16)

(48 hours)

In this course, current social science paradigms and theories will be used as a framework for analysis of contemporary social issues relevant to vocations in police services. Topics such as crime, violence, abuse, social stratification, ageism, and racism will be included. The course focus will be on how individual behaviours collectively create social issues. **Prerequisite:** Introduction to Sociology. **Textbook required.**

Contemporary Practices in Financial Planning (CSCL 15)

(42 hours)

This course introduces students to basic income tax laws and gradually progresses into a more advanced understanding of tax laws as related to areas of financial planning. The professional and ethical responsibilities associated with the role of a financial planner and an understanding of the structures and services within the financial industry are covered. Different forms of business structures are explored in-depth, along with an understanding of trusts. **Prerequisite:** Financial Planning Fundamentals. **Textbook required.**

Continuous Improvement Process - MLCP (CSSH 9)

(30 hours)

On completion of this course, participants will understand the need for, and practical application of, Continuous Improvement concepts by identifying and using appropriate tools in order to contribute to organizational goals. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Corporate Crime Investigation (CSDU 175)

(42 hours)

This course is intended to provide the student with an introduction to corporate crime in its various forms. It will be of interest to students studying Police Foundations, Law, and Security Administration. It will also be of interest to those currently working in law enforcement, to those working in private investigation and security, and to those with an interest in the field of corporate and white-collar crime. The course will cover societal responses to corporate crime, its history, and corporate crime types. The student will have the opportunity to engage in

guided discussions on the role of the corporation in society, the nature of the corporate offender, types of corporate crime, and the costs of corporate crime to society. **Textbook required.**

Corporate Finance (formerly Financial Management (CSHU 51)

(45 hours)

The maximization of shareholders' wealth is the main objective of profit seeking organizations. Utilizing this concept, students will examine basic concepts of financial management and the analytical tools which aid in financial decision making. This course explores the finance function of an operating business and examines the valuation of bonds and shares as well as capital budgeting decisions and risk assessment. Students will use financial models in a variety of situations and make informed decisions. **Prerequisite:** Financial Accounting II. **Textbook required.**

Corporate Practice and Procedure (CSLO 166)

(45 hours)

Corporate Law focuses on the preparation and filing of articles of incorporation, the organization of Ontario and Federal corporations, corporate changes, steps involved in annual filings and updates as well as registering other forms of business organization. **Prerequisites:** Introduction to Legal Office Practice & Procedure and Legal Terminology. **Textbook required.**

Correctional Practices (CSAL 67)

(30 hours)

Essential institutional security duties are described and practiced in this module. These include duties related to: key control, institutional counts, post security, personal and area searches, inmate escorts, inmate movement control, inmate segregation, control of contraband, admitting and discharge visits and correspondence, inventory control, transportation and medications. Students are introduced to the techniques involved in writing security reports that meet institutional standards. **No textbook required.**

Cost and Managerial Accounting 1 (formerly Managerial Accounting I) (CSCG 57)

(48 hours)

This course introduces managerial accounting concepts and terminology including the elements of a job costing system, the application of cost-volume-profit analysis the application of relevant costs to special decisions, including how they fit with the preparation of master budgets. **Prerequisite:** Accounting Basics I. **Textbook required.**

Cost and Managerial Accounting 2 (formerly Managerial Accounting 2) (CSCG 58)

(48 hours)

This course examines the various approaches to the treatment of fixed manufacturing overhead on income statements, various approaches for measuring performance including use of segmented income statements, various methods of allocating service department costs and the costs of a joint processes, various methods of arriving at prices for products and services, the nature and importance of accounting for quality costs, and various methods of analyzing cost behaviour. **Prerequisite:** Cost and Managerial Accounting 1. **Textbook required.**

Cost Management (CSDU 102)

(42 hours)

Cost Management will provide the student with an overview of the preparation and use of managerial cost accounting information. The course begins with an introduction to cost accounting technology and then focuses on traditional cost accumulation systems for manufacturing and service operations. Product costing systems in the new manufacturing environments are also examined. The importance of budgeting, master budgets and flexible budgets are studied. The course also covers standard costs and variance analysis. Finally, the course covers basic differential analysis to assist in various decision making situations, including a product's selling price. Many students eventually work in a managerial capacity where they are involved in planning, controlling and decision making. This course is designed to provide the student with an understanding of some of the processes and tools that will help them fulfill these roles responsibly and competently. **Prerequisite:** Accounting Basics I. **Textbook required.**

Counselling Adult Learners (CSLO 89)

(42 hours)

This course focuses on the development of helping skills, which will lead to increase effectiveness as a facilitator/teacher trainer. The course is designed to examine both the theoretical and practical aspects of counselling adults. Carkhuff's Model of Helping will be examined and the seven basic helping skills will be reviewed and practiced. Students will be required to participate in a mandatory online counselling session. **Prerequisite:** Introduction to Adult Education. **Note: This course has mandatory chats. Textbook required.**

Counselling Skills in Oncology (CSDU 146)

(30 hours)

This course is designed to enable the student to develop the knowledge and skills required to establish and maintain a helping relationship with oncology and palliative care patients and their families throughout the trajectory of the cancer experience. Topics to be explored include

factors affecting coping and helping relationship effective communication and interviewing skills, crisis management, psychosocial issues in Cancer/Palliative care and burnout and ethical issues. **Textbook required.**

Creating a Corporate Service Culture (CSAL 115)

(30 hours)

This course reviews the basics of corporate culture and how corporate culture impacts on customer service. Areas of study will include service environment, organizational openness, and influencing others to adopt a service culture. Participants will create a customer service culture action plan, based on identifying gaps between current and desired practices, as a project in this course. **Textbook required.**

Creating a Dementia Care Skill Kit (CSLO 169)

(24 hours)

This course allows participants to explore a variety of dementia care skills including creating meaningful programs and activities, therapeutic caregiving strategies, needs communication messaging models (NCM), life stories, and compassionate communication. **Prerequisite:** Exploring Dementia Care. **Note: This course has mandatory group work. Textbook required.**

Criminal and Civil Law (CSDU 36)

(42 hours)

This course will enable the student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. This course will also enable the student to analyze the rights and obligations of citizens involving areas of civil law. The student will recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. The student will develop legal research and analysis skills to locate, interpret and apply statute and case law. **Textbook required.**

Criminal Code (CSDU 30)

(42 hours)

This course will introduce students to the most common Criminal Code offences. Offences against the person, property, weapons and public order offences will be examined. Students will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed. **Prerequisite:** Criminal & Civil Law. **Textbook required.**

Criminal Code & Civil Law (CSDU 188)

(56 hours)

This course will enable a student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. This course will also enable a student to analyze the rights and obligations of citizens involving areas of civil law. Students will recognize the responsibilities and limitations of citizens, law enforcement officials and police officers in light of the Charter of Rights and Freedoms. Students will develop legal research and analysis skills to locate, interpret and apply statute and case law. Students will be introduced to the most common of Criminal Code offences. **Textbook required.**

Criminal Code and Federal Statutes (CSDU 33)

(42 hours)

Students will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationship with the Criminal Code will also be examined.

Prerequisite: Criminal and Civil Law. **Textbook required.**

Criminal Justice Ethics (CSLO 31)

(36 hours)

Understanding the role of ethics is essential in an environment in which the punishment principle operates. This course is designed to discuss the relevance of the study of ethics to the criminal justice system. It is appropriate for anyone pursuing a career in the criminal justice system. **Textbook required.**

Criminal Law-Legal Admin (CSDU 103)

(42 hours)

This course is designed to create a better understanding of the criminal justice system. Students will discuss the basic fundamentals of Criminal Law. It is intended as an introductory course on criminal law for those students with little or no background in the subject matter. The changing demands of modern society create the need to understand the criminal process from the commission of a crime to the time punishment is imposed. **Textbook required.**

Criminal Psychology - Psychopathic Minds (CSCG 44)

(45 hours)

What makes a psychopath tick? Are they born that way, or are they products of society? Are serial killers really possessed with evil, or do

they know exactly what they are doing? In this course, students will study how and why some individuals become criminals and why some actually become killers. You will study what is known about serial killers, stalkers, rapists and criminals. Also, the latest techniques used in criminal profiling and questioning will be examined. **No textbook required.**

Criminal Psychology II - Criminal Minds (CSMO 136)

(45 hours)

This course further explores issues discussed in Criminal Psychology - Psychopathic Minds, and compares and explains psychological models as they relate to criminology. **No textbook required.**

Criminology (CSAL 42)

(30 hours)

This course provides an examination of various theoretical explanations of criminal and deviant behaviour including the sociological, biological and psychological perspectives. Criminological theory is related to various types of criminal activity. The reality of crime in Canada including victimology is examined through crime statistics as are the correlations of criminal behaviour. The impact of theory on the development and effectiveness of the criminal justice system is discussed with emphasis on future trends within the system. **Textbook required.**

Crisis Intervention (CSDU 160)

(42 hours)

This course is designed to introduce the students to the fundamental concepts, theories, strategies and skills needed to understand and conduct effective crisis intervention. Various problem solving skills and intervention techniques will be explored. The course will develop the ability of the students to intervene in crisis situations with competence and confidence. The student will be taught to recognize behaviour patterns that may lead to violent encounters. Participants will apply and demonstrate accepted techniques of crisis intervention to a variety of commonly encountered emergency situations. Certain types of calls require specific intervention strategies as mandated by provincial policies and guidelines. The focus of this course is to make the participant feel competent and comfortable when responding to a diverse range of crisis situations. **Textbook required.**

Crisis Intervention/Theories and Models (CSFA 64)

(30 hours)

This course explores the roots of crisis intervention from the turn of the last century to present day. The work of such contributors to the field as Stierlin, Salmon, Lindemann, Caplan, Schneidman and Farberow will be discussed. A number of crisis theories and models will be studied. Students will have an opportunity to examine ethical, legal, multicultural issues and, current trends. **Note: This course has mandatory chats. Textbook required.**

Critical and Creative Thinking (CSCN 12)

(30 hours)

Critical thinking and creative thinking are skills that are valued in every company and organization. You will practice creative thinking techniques that will help you LEARN to think creatively; and apply these skills to a work environment. Throughout this course, you will also have the opportunity to develop critical thinking and reasoning skills to help analyze and respond appropriately to a wide variety of personal and work situations. **Software required:** Current Web Browser that supports Flash and Real Player plugins. Adobe Reader and Microsoft Word. Sound Card. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Critical Thinking (CSAL 62)

(45 hours)

This course gives you the opportunity to sharpen your critical thinking skills. It will help you to recognize how your own hidden assumptions, values, and biases affect your decision making. In this collaborative environment, you will analyze the manipulative techniques used by individuals, vested interest groups and the media. You will learn how to identify false arguments and misleading arguments. In addition, you write argument papers in which you trace the history of a social/political issue in Canadian society, and present arguments, supported by research, that take a stand on the issue. **Textbook required.**

Cults and Terrorism (CSCG 43)

(45 hours)

This course will focus on conformity issues surrounding religious fundamentalism, sects, cults and terrorist groups. The reasons why people join and why they may have a difficult time leaving, will be examined. Society's contributions to supporting cultic groups will be explored. Strategies for protecting individuals and vulnerable populations from cultic and terrorist activity will be developed. **No textbook required.**

Cultural Diversity in an Educational Setting (CSMO 35)

(42 hours)

This course examines opportunities & challenges presented to the EA within an increasingly diverse educational milieu & aims to raise

knowledge base, cultural sensitivity & comfort level of the EA in furthering inclusivity in the class. Topics include: multiculturalism and cultural diversity in a variety of forms; strategies to increase understanding in the areas of communication, conflict resolution and transformation. **No textbook required.**

Current Issues in Adult Education (CSLO 73)

(42 hours)

This course addresses 4 or 5 contemporary educational issues reflecting current thinking and learner concerns. Each topic is explored and discussed by participants, and there is a final project. Participants have an opportunity to suggest some topic choices reflecting issues and trends of interest to them.. **Prerequisite:** Introduction to Adult Education. **No textbook required.**

Curriculum Development (CSDU 25)

(42 hours)

This course will provide participants with the opportunity to acquire the skills and knowledge to develop a systematic approach to curriculum development based on a training/education model. Curriculum development includes needs assessment, learning outcomes, course outlines, lesson plans with an introduction to choosing instructional techniques and developing a marking system to evaluate participant success. Each participant will be responsible for developing a course outline and a lesson plan for content with which she/he has taught, is teaching or would like to teach. Attention will be given to the integration of planning, learning styles, instructional techniques and course assessment/evaluation methodologies. **Prerequisite:** Adult Learning. Adults with Learning Disabilities is recommended. **No textbook required.**

Customer Service & Ethics (CSDU 166)

(28 hours)

The subject is designed to focus on dealing with a diverse range of customers. Students will focus on topics pertaining to the achievement of equity in various social and work settings, including, but not limited to, race, gender, ethnicity and social orientations. This course will deal with social and ethical issues of diversity and will identify possible strategies for empowerment in the workplace. **Textbook Required.**

Customer Service and Sales in Industrial Distribution (CSMO 165)

(30 hours)

Discuss the importance of Customer Relationship Management, marketing strategies and promotions, and the outside and inside selling processes required for success in Industrial Distribution. **No textbook Required.**

Customs Administration 1 (CSLO 121)

(45 hours)

An Introductory course in the application of legislation and regulations governing Canada Boarder Services Agency and the Import/Export community utilize in the Importation and Exportation of goods. **Prerequisite:** Math - Grade 12 equivalency of basic general business math Geography; Grade 11 equivalency; **Prerequisite OR Corequisite:** Customs and Immigration. **Software required:** Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations. **No textbook required.**

Customs Administration 2 (CSLO 155)

(45 hours)

This course gives the student an in-depth look into the working and practice of Customs Administration. A working knowledge of Customs requirements in reference to Regulations and administration of the Importation and Exportation of goods is stressed. **Prerequisite:** Customs Administration 1. **Software required:** Computer capable of Internet connections and email account, Microsoft Word, Acrobat Reader and PowerPoint to view presentations. **No textbook required.**

Customs Computer Applications (CSSE 68) NEW

(42 hours)

This subject is computer based, with practical applications, leading the student through the Canadian Import and Export process with actual data, forms and computer usage.

Cybernation: Understanding Technology (CSSH 14)

(42 hours)

This course introduces students to developments in technology and to what motivates and drives these developments. It discusses how new technologies influence the way in which we work and live, and how we can understand and manage current technological change. In on-line discussions and through a research project students will debate and analyze the dangers and promises of new technological developments in communications, biomedical applications, environmental and genetic engineering. Cybernation is a Web-based course offered entirely on-line. All the materials needed for the course are available on the course pages and the WWW. To take this course, students will need a reliable access to the Internet and the willingness and self-discipline to work on-line. **Note: This course has mandatory chats and mandatory group work. No textbook required.**