

### **Database Design for Information Workers (CSMO 90)**

(21 hours)

Examine relational databases and their role in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. **Prerequisite:** Windows XP or Computer Basics with Windows, Word and Excel. Ontario Secondary School diploma, general or advanced level with a pass standing in Grade 12 English at the general level or successful completion of the Mature Student test. Library related experience is strongly recommended. **Software required:** MS Access 2010. **Textbook required.**

### **Database Development using Oracle (CSDU 151)**

(56 hours)

This course examines Relational Database Design, Application Development and Implementation in detail. It also exposes the students to the different tools available for querying, manipulating, and reporting information from databases for any web-based application. The laboratory portion of the course focuses the use of Oracle Developer Suite (forms, menus and reports) to create a web based application systems – with an emphasis on Structured Query Language (SQL) and Programming Language for SQL (PL/SQL) with Oracle database. **Prerequisite:** Knowledge of Access or SQL. **Software required:** Oracle Developer Suite 11g. This software is a free download however it does not function on a MAC computer. If you own a MAC, you may use Oracle Developer Suite 10g however it does have some minor limitations. **Textbook required.**

### **Database Fundamentals (CSAL 68)**

(48 hours)

In this course, students learn the fundamentals of relational database systems and the SQL programming language. This course teaches participants how to design relational databases starting from a conceptual data model and following accepted logical and physical design principles. Participants will practice designing a database and extracting information from a database using SQL. Topics covered include relational databases, normalization, referential integrity, SQL DDL and SQL DML. Labs will be done in MS Access on the World Wide Web. **Prerequisite:** Working knowledge of DOS, running program from the command line, copy/deleting files, ability to use the DOS prompt, ability to download, install/configure free software from the internet, working knowledge of Windows Control Panel, Administrative Tools. **Software Required:** Windows XP Professional, Windows 2000 Workstation or Windows 2003, High Speed Internet connection recommended. **Textbook required.**

### **Deafblindness-Intro (CSMO 100)**

(36 hours)

This course will cover the physical, emotional and psychological implications of deafblindness and will address the educational environment most conducive to learning. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Dealing with Difficult People (CSCG 4)**

(30 hours)

Understanding people and being able to work with them, no matter what type of people they are, is one of the major keys to management and life success. Through this course, you should be able to identify and cope with some of the most difficult behaviour you will encounter. Other topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with anyone you choose. **Note: This course has mandatory group work. No textbook required.**

### **Death and Dying in Crisis Intervention (CSFA 65)**

(30 hours)

The work of the crisis interventionist frequently involves dealing with death and dying notifications. Students will study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues.

### **Decontamination Principles, Procedures and Practices in Sterile Processing (CSFA 43)**

(39 hours)

Introduces students to the principles of decontamination including instrument/equipment disassembly, various methods of cleaning/disinfecting, use of decontamination equipment (automated), proper workflow, standard precautions and the safe handling of sharps and medical bio-hazardous waste materials. **Prerequisite:** Medical Terminology, Microbiology and Infection Control for sterile processing and Identification, Care and Handling of Instrumentation in sterile processing. **Software required:** MS Word, Adobe Reader & PowerPoint Reader. **Textbook required.**

### **Degenerative and Miscellaneous Disorders (CSMO 73)**

(36 hours)

Topics covered include: Guillian Barre, Multiple Sclerosis, Myasthenia Gravis, Amyotrophic Lateral Sclerosis, Cranial Nerve Disorders,

Alzheimer Disease, Parkinson's Disease, Movement Disorders, and Peripheral Nerve Disorders. Prerequisite: RN registration with College of Nurses, Neuroanatomy & Physiology, and Neuro Assessment and Diagnosis. **Textbook required.**

### **Dental Terminology (CSLO 55)**

(36 hours)

Develop sound knowledge of dental terms, with an emphasis on anatomy, disease terms, and instrumentation. Terminology specific to infection control, pain management, tooth restorations, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion is included. **Textbook required.**

### **Descriptive and Access Cataloguing I (CSMO 94)**

(36 hours)

This online course introduces the library catalogue, provides instruction in using MARC coding for the cataloguing of the bibliographic record in an automated environment and describes the rules and principles for creating a descriptive record of an item as dictated by the current edition of the Anglo-American Cataloguing Rules. **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. **Textbook required.**

### **Descriptive and Access Cataloguing II (CSMO 81)**

(36 hours)

This course continues the application of MARC coding and Anglo-American Cataloguing Rules to the creation of the descriptive portion of bibliographic and authority records. Students examine form and choice of entry, cataloguing applications of the World Wide Web, sources of cataloguing copy in an automated environment and critically appraise public access catalogues. **Prerequisite:** 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. **No textbook required.**

### **Design Basics (CSLO 43)**

(45 hours)

Have you ever needed to design your own business card or a flyer for an event? If so, this is the course for you. Design Basics will give you the building blocks of design. You will learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design. **Prerequisite:** Knowledge of InDesign, Illustrator or Photoshop would benefit the student. **Software required:** Any desktop publishing software (preferably Adobe Indesign CS3 or CS4 or CS5 or QuarkXPress) that allows for creation of designs with type and graphic elements, and save files as pdfs. Word processor. Scanner required. **Textbook required.**

### **Designing and Assessing Learning Outcomes (CSSE 45)**

(10 hours)

This module will provide participants with the skills and knowledge to develop and assess measurable learning outcomes for use in adult learning environments. The focus is on developing skills to design learning outcomes and to evaluate the effectiveness of outcomes on student performance. Extensive time is allotted for participants to practice these skills during the session. **Prerequisite:** Basic Concepts and Practices in Adult Education. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Designing and Authoring an On-line Course (CSAL 156)**

(45 hours)

Creating an online course is different in many ways from developing a comparable course for use in more traditional environments. This course is designed to help the potential online teacher identify these differences, and in so doing create a course that will be most effective and valuable for the students. Participants will also have the opportunity to explore the innovative possibilities for formatting and delivering online material. They will produce lesson material combining web and text resources using basic pedagogical concepts to ensure the effectiveness of the material produced and post them to the Blackboard web management system. **Note: This course has mandatory chats. Textbook required.**

### **Designing, Teaching and Learning Activities (CSSE 44)**

(10 hours)

This module will provide participants with the knowledge and skills to design and implement teaching and learning activities. The content builds directly on the principles of adult education and the implications for adult learning activities. The approach of the workshop is highly experiential. **Prerequisite:** Basic Concepts and Practices in Adult Education. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

### **Designing/Implementing/Managing a GIS (CSMO 58)**

(42 hours)

This course provides a foundation for designing and maintaining a geographic information system. It also familiarizes the student with existing databases, standards and industry best practices for data management. **Prerequisite:** Microsoft Access, Introduction to GIS.

**Software required:** Microsoft Access 2010. **Textbook required.**

### **Desktop Publishing for Business (CSSA 33)**

(64 hours)

Using Word, you will learn to combine basic design principles and techniques to produce a variety of printed matter, such as stationery, business cards, posters, newsletters, resumes, and more. This is a practical, hands-on course that will place emphasis on producing real-life, professional materials using specific desktop publishing terminology and document-handling techniques. **Software required:** Text assumes full installation of 4 Word 2003 or Word 2007 or Word 2010 (available at an academic price to students). **Textbook required.**

### **Developing a Graphic Design Portfolio (CSFA 52)**

(45 hours)

This course will focus on the research, compilation, design philosophy and publication of a Graphic Design Portfolio, in both print and electronic forms. Focus is placed on the creation and design of a student-specific industry portfolio, which can be used in conjunction with an Graphic Design accreditation for the purpose of finding employment and/or placements. **Software required:** Adobe Indesign. **Textbook required.**

### **Developing an Understanding of the Client Population (CSSF 4)**

(45 hours)

See Understanding the Client Population.

### **Developing Client Service Teams (CSAL 160)**

(45 hours)

In this course, students will explore the importance of building a quality service delivery team that will ensure that service is provided in a stellar fashion and that helps employees to buy into both corporate culture and strategies and that deliver the bottom line that stakeholders are hoping to achieve. **Note: This course has mandatory group work. Textbook required.**

### **Developing Effective Teams (CSMO 55)**

(30 hours)

This course will provide the knowledge of how people in teams function and how teams evolve. It will develop in the participants, both the understanding of their own strengths and weaknesses, and the skills for team building and facilitating your group. Particular attention will be paid to the questions of when to use a team, how to manage meetings and how to conduct group problem solving sessions. **Note: This course has mandatory group work. Textbook required.**

### **Developing Leadership Capacity (CSAL 116)**

(45 hours)

This course introduces the latest concepts and approaches to leadership. Within the context of unprecedented changes in the world we live in. The course focuses on supporting students through a process of learning and inquiry that will prepare them to maximize their learning effectiveness and to increase their own leadership capacity. Through learning assignments, activities, readings, lesson notes, assessments and group work, students will assess where their strengths and opportunities for improvements are regarding their own personal leadership behaviour, the quality of their interpersonal relationships, their organizational awareness and their awareness of the larger environmental context. This work will provide a foundation for students to identify and develop priorities and action plans to further enhance their leadership development. In order to maximally benefit from this course, you need to have experience with working in an organization because many of the course assignments, assessments and activities require this context. **Note: This course has mandatory group work. Textbook required.**

### **Developing Mobile Phone Games with J2ME (Java) Technology (CSNC 62)**

(45 hours)

This course explores the exciting world of mobile gaming using java and mobile devices. Based upon the student's understanding of the fundamentals of the java programming language the course will guide the student in the principles of mobile device game design and will covers topics such as: MIDlets, using the MIDP 2 games API, threads, storing and retrieving data, mobile 3D Graphics API and others.

**Prerequisite:** Intermediate Java. **No textbook required.**

### **Developing Web Applications with ASP.NET and C# (CSCL 9)**

(42 hours)

Building on fundamentals of C# programming, this course introduces students to Web application development and database connectivity.

Coursework emphasizes how to create the basic, dynamic, and advanced ASP.NET pages in Microsoft's new C# programming language, and how to interact with the database using ADO.NET. **Prerequisite:** Introduction to C# Programming. **Software required:** Visual Web Developer Express Edition 2010 Operating system: Any of the following: •Windows XP (x86) with Service Pack 3 - all editions except Starter Edition •Windows Vista (x86 & x64) with Service Pack 2 - all editions except Starter Edition •Windows 7 (x86 & x64) Minimum Hardware Requirements: •Computer that has a 1.6GHz or faster processor •1 GB (32 Bit) or 2 GB (64 Bit) RAM (Add 512 MB if running in a virtual machine) •5400 RPM hard disk drive •DVD-ROM Drive. **Textbook required.**

### **Development Sustainability & Evaluation of Dementia Care Programs (CSLO 188)**

(24 hours)

Focus on the development and sustainability of programs and activities that enhance the quality of life for those with dementia. Follow the program planning process through conducting a needs assessment, creating operational plans, exploring sustainability models, to analyzing and performing program evaluations. **Prerequisite:** Exploring Dementia, diploma or degree in Health or Social Sciences. **Note: This course has mandatory group work. Textbook required.**

### **Developmental Disabilities (CSGG 15)**

(36 hours)

In this course students will examine common developmental disabilities. Students will gain awareness of the etiology, signs and symptoms, support needs/measures, and prognosis of these disabilities. **Textbook required.**

### **Developmental Psychology (CSCG 45)**

(45 hours)

This course offers the student a survey of developmental psychology, covering topics across the human lifespan, from infancy through to old age. Through readings and lecture material, students will examine theories of child development and the research that bears on these theories. Students will also examine development across the physical, social, emotional, and cognitive domains. Finally, students will address major themes in the study of developmental psychology, including: the nature-nurture issue; the effects of early experience; and continuity – discontinuity in developmental change. **Textbook required.**

### **Diabetes: The Basics (CSCF 2)**

(30 hours)

This course is designed for Health Care Educators who want to increase their understanding of the disease process and management of diabetes. It is proven that control of diabetes reduces the risk of complications for people with diabetes. Participants in this course will examine the essential elements for diabetes control – balance of food, physical activity and medication. **Textbook required.**

### **Disability: Law Community Resources & Funding (CSFA 67)**

(45 hours)

The Charter of Rights and Freedoms, the Ontario Act and local by-laws regarding disability issues will be reviewed, emphasis on equal access, researching current compliance, municipal and provincial policies. issues surrounding assistive technology in the workplace, an overview of the Workplace Safety and Insurance Act and Occupational Health and Safety Act. funding sources for the access technology will be researched. Charitable foundations and community agencies with special emphasis on local resources.

### **Disinfection and Sterilization Concepts and Techniques (CSFA 45)**

(45 hours)

Introduces the key principles and factors affecting sterilization and monitoring sterilization cycles. Common types of sterilization processes will be explored. **Prerequisite:** Medical Terminology, Decontamination Principles, Procedures and Practices in Sterile Processing, Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment in Sterile Processing, Microbiology and Infection Control for Sterile Processing and Identification, Care and Handling of Instrumentation in sterile processing. **Software required:** MS Word, Adobe Reader, PowerPoint Reader. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Dispute Resolution (CSCL 8)**

(42 hours)

This course surveys the major methods currently in use by organizations for resolving disputes by situating alternative dispute resolution in its historical, social and legal context. Various ADR techniques will be examined and compared, and participants will be provided with an overview of ADR mechanisms, their advantages and disadvantages, and recognize the appropriate situations in which to apply them. Special emphasis is placed on developing mediation skills. Critical issues such as getting parties to the table, ethical issues of the mediation process, power imbalances, the appropriateness of mediation and issues of culture, race and gender are addressed. Technical aspects of the mediation process covered include: stages in the mediation process, how to determine the interests of the parties, how to generate options for settlement, and how to get beyond impasses. Negotiation models and the practical techniques necessary to negotiate effectively are also covered. Participants also examine a range of formal and informal dispute resolution models currently in use by organizations.

**Prerequisite:** Introductory Course in Human Resources Management. **Textbook required.**

### **Diversity & First Nations (CSDU 117)**

(42 hours)

In this course students will critically identify and examine issues in diversity. Specifically, students will focus on topics pertaining to inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Incorporating social/legal explanations of diversity, students will develop a clear understanding of the impacted groups and possible strategies of community empowerment. This course will increase knowledge and awareness of important issues in the Aboriginal cultures of Canada. The legal status of Aboriginal people will be explored along with the Aboriginal rights and self determination. Other critical issues relating to land claims, justice and social services will be studied. **Textbook required.**

### **Diversity and Victim Assistance (CSAL 176) NEW**

( 30 hours)

This course provides students with the opportunity to develop the knowledge and skills required to provide culturally competent services to victims. Students explore the dynamics of difference from a personal and professional perspective. Emphasis is given to marginalized and minoritized populations. Through critical analysis and examination of core concepts (identity, equity, anti-oppression, reflective practice and cultural competency) students learn how to work with all populations requiring victims services while applying and anti-oppression framework. **No textbook required.**

### **Document Management Technology (CSMO 107)**

(39 hours)

This course provides an intro to electronic documents, imaging and micrographic technology. You will explore how these technologies can be applied to records management, short and long term storage and retrieval for active and inactive documents. Some topics: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats. **Prerequisite:** A pass standing in Grade 12 English at the general level, or equivalent. **Note: This course has mandatory chats. No textbook required.**

### **Documentary Scriptwriting (CSNC 54)**

(30 hours)

This course emphasizes the skills necessary for developing a proposal for a non-fiction film, video, or radio program. Students will learn to research an original idea, write the treatment and present a proposal for a documentary or corporate video of their choice. Script formats and terminology specific to each medium will be covered, along with practical issues such as budgets, marketing, financing and legal issues. **Textbook required.**

### **Domestic And Workplace Violence (CSMO 137)**

(45 hours)

This course will examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abuse relationships, confrontation in the workplace and violence in the schools. **No textbook required.**

### **Donor Relationships in Fundraising (CSAL 163)**

(45 hours)

The funding relationship between the charitable sector, corporations and individual donors is integral to fundraising. Students learn the needs and motivations of donors (corporations or individuals) and what sustains long-term partnerships with the non-profit sector. Students learn to identify, analyze and rate potential prospects and prepare a solicitation approach accordingly. **No textbook required.**

### **Dramatic Scriptwriting (CSNC 41)**

(30 hours)

This course emphasizes the skills necessary for developing an original short dramatic script idea. Providing a structured developmental process, we will begin with researching and evaluating story concepts, writing an outline, treatment and first draft, followed by revision and polishing of a final draft which will be marketed for sale before the end of the term. Script formats and terminology specific to film, television and radio will be covered, with emphasis on film, along with intellectual property protection issues, marketing, and developing the tools necessary to sustain a writing career. **Textbook required.**

### **Drawing Realistic Subjects in Coloured Pencil (CSLO 67)**

(36 hours)

Coloured pencil has become extremely popular in the past few years in producing professional, realistic paintings! In this online course, students learn to create realistic coloured pencil subjects with step by step demonstrations and complete detailed instructions. You will learn the importance of layering, burnishing and selecting colours. Whether you're a beginner or more experienced this course will offer many tips & techniques in creating a masterpiece! An online coloured pencil forum will provide the you with a classroom environment, while critiques will offer support, suggestions & improvements. Subjects will range from portrait features, still life, flowers, wildlife, pets and more. [www.realisticdrawing.com/cp](http://www.realisticdrawing.com/cp) **Software required:** PC or MAC Computer with Internet Explorer 5 or higher OR Netscape 4 or higher. Flash

Player (most all computers are equipped with the flash player). For sending drawings ONE of the following is recommended: digital camera, scanner, regular camera (you can convert the photos to digital) or send drawings by Canada Post. **No textbook required.**

### **Drawing Realistic Subjects in Pencil (CSLO 131)**

(36 hours)

Both beginners and those with some drawing experience will learn step-by-step to create realistic drawings, including shading and blending. With still life, landscape, animals and portraiture as subject matter, you will take part in animated tutorials with detailed instruction. An informative online discussion forum will provide you with a classroom environment to learn drawing techniques and artistic tips, while critiques will offer support, suggestions and improvements. At the completion of the course, you will have a portfolio of realistic, detailed pencil drawings. You can view the online website course at: [www.realisticdrawing.com/loyalist](http://www.realisticdrawing.com/loyalist) **Software required:** PC or MAC Computer with Internet Explorer 5 or higher OR Netscape 4 or higher, Email and Internet Access. Flash Player (most all computers are equipped with the flash player). For sending drawings ONE of the following is recommended: digital camera, scanner, regular camera (you can convert the photos to digital) or send drawings by Canada Post. **No textbook required.**

### **Dreamweaver (Webpage Authoring) (CSLO 117)**

(30 hours)

This course will provide an introduction to Dreamweaver including: Understanding and customizing the DW working environment, creating sites and documents, linking and navigation, site management, typography, images, tables, using layers, using frames, creating forms. Advanced topics will include CSS (cascading style sheets), rollovers and behaviours. Knowledge of HTML is recommended. **Prerequisite:** Internet Essentials or equivalent experience. HTML would be helpful, familiarity with Windows. **Software required:** Dreamweaver Mx or Greater. **No textbook required.**

### **Dreamweaver Advanced (CSLO 24)**

(30 hours)

A continuation from the introduction course, curriculum is designed for the serious or professional web page designer. Concepts explored include search engine placement; working with templates; JavaScript and behaviours; Custom Cascading Styles; three part rollovers; using library items; extending Dreamweaver and much more. **Prerequisite:** Dreamweaver (WebPage Authoring). **Software required:** Dreamweaver Mx or Greater. **No textbook required.**

### **Drug Classifications & Body Systems (CSGG 10)**

(36 hours)

This course is designed in accordance with DSW Provincial Standards to provide the student with a working knowledge of the structure and function of the human body. This will assist the student in the assessment of physical needs and administration of health care for persons with development disabilities. The emphasis of this course is on major drug classifications and their effects on specific body systems. **Textbook required.**

### **Drug Knowledge: Addictions and Behaviour Changes (CSFA 59)**

(17 hours)

This course This course will introduce students to skills and techniques essential to helping clients change addiction related behaviours. This course will also assist students in guiding clients towards positive lifestyle changes. Based on the Transtheoretical Model of Change, this course will explore the stages of change and the factors and interventions that promote and prepare clients for change. This model is considered a key component in client treatment and counselling. **Textbook required.**

### **Drug Knowledge: The Continuum of Care (CSFA 58)**

(10 hours)

Students will be introduced to the key concepts involved in relapse prevention programming, support and wellness as part of the treatment continuum. Issues of relapse, the stages and indicators as well as factors of relapse will be examined. Students will gain an in-depth look at practical methods of working with clients to manage cravings and thoughts of using substances, emotions, how to refuse offers to use substances, dealing with family and interpersonal problems, building a recovery support system and more. Students will also be introduced to studies on relapse prevention for the specific types of substance including alcohol, stimulants, opioid, cannabis as well as club drugs and hallucinogens.

### **Dual Diagnosis (CSGG 27)**

(36 hours)

Dual diagnosis refers to a condition wherein an individual with a developmental disability is also diagnosed with a mental health problem such as mood disorder, schizophrenia, dissociative, anxiety, and/or personality disorder. This course educates students about the nature of dual diagnosis, and need for coordinated systems of support. **Textbook required.**

### **Dynamic Web sites with AMP (Apache, MySQL and PHP) (CSDU 167)**

(56 hours)

This is a specialized course which addresses current trends and technology to create dynamic and secure ecommerce websites easily. It focuses using the AMP (Apache web server with PHP scripting and a MySQL database) freely available open source software. The course teaches the students how to install and develop applications with PHP (Apache being the web server and MySQL as a back end database server). The knowledge gained in this course can be used easily to other architectures. **Prerequisite:** HTML Introduction . **Software required:** Web Browsers (Internet Explorer or Mozilla Firefox); Text Editor (any one of the following) NotePad++ - <http://notepad-plus.sourceforge.net/uk/site.htm> EditPad Lite - <http://www.editpadpro.com/editpadlite.html> Editplus – [www.editplus.com](http://www.editplus.com) PSPad - <http://www.pspad.com/en>; Web Server (any one of the following) Internet Information Server (IIS) Apache - <http://httpd.apache.org/download.cgi> ; Easy PHP (free for educational use) or •Apache, MySQL and PHP software (free for educational use). **Textbook required.**

### **Dynamics of Conflict (CSDU 163)**

(42 hours)

This course is designed to develop the ability and understanding of the participant to recognize conflict situations and respond with competence and confidence, as it relates to emergency communications. Conflict situations will be examined from inception through intervention by various resource agencies. Problem solving skills and non-violent intervention techniques will be discussed along with intervention strategies directed toward specific incidents. The student will be taught to recognize behaviour patterns that may lead to violent behaviour and the appropriate responses to these behaviours. **Textbook required.**