

Educational and Recreational Programming (CSSF 9)

(45 hours)

This course focuses on the methodology of teaching and training techniques and program planning to the developmentally challenged population. Learn how to create a client educational profile, develop a training program, select appropriate recreational activities, and plan and implement recreational programs. **Software required:** High Speed is recommended, dialup is not recommended. **Textbook required.**

Effective Programs for Aging Persons (CSLO 197) NEW

(45 hours)

Study various techniques that the Activationist can adopt to develop appropriate group and client-specific activities including successful data collection, establishing short and long term goals. Share resources and learn about health considerations that can affect the planning of seniors' activities. **Prerequisite:** Intro to Activation. **No textbook required.**

Effective Supervision/Labour Relations (CSDU 176)

(42 hours)

It is highly probable that every business person will, at some time in his or her career, be a supervisor of other employees in an organization. It is essential to begin to develop effective supervisory strategies and an awareness of labour relations issues which are common in today's workplaces. This course will focus on two important topics; strategies for effective supervision and supervising in a unionized environment. Employment standards, health and safety and human rights legislation will be covered as well as the Labour Relations Act, an overview of union organizing, components of a typical collective agreement and the grievance process. **Textbook required.**

Electrical Inspection (CSSE 25)

(42 hours)

This subject prepares students to inspect the performance of the following components of electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices, and fixtures. **Textbook required.**

Electronic Publishing and Emerging Library Technologies (CSMO 92)

(36 hours)

This online course introduces various forms of electronic publishing. You will explore both the use and creation process of basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. **Prerequisite:** Computer Basics course, 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. **Software required:** PowerPoint. **No textbook required.**

Emergency Management – EMR (CSDU 122)

(28 hours)

You will develop an understanding of various emergency plans/procedures and your responsibility as identified in those plans. You will become aware of the resources available within the emergency response community. The information taught in this course is specific to the Emergency Response field. Students will learn unique information concerning response to emergency and how to manage them. **No textbook required.**

Employment Law (CSLA 3)

(48 hours)

This course reviews principles and managerial implications of employment law. It includes the formation, terms, regulation and termination of the employment relationship. The course topics include: sources of employment law; whether individuals are employees or independent contractors; discrimination and human rights; employment standards; the duties employees owe to employers; the duties employers owe to employees; formation of the employment contract; the terms that should be in an employment contract; termination of employment; wrongful dismissal; health and safety; workplace safety and insurance; equity issues; and where employment related information can be found on the internet. **Textbook required.**

Employment Law in Human Resources (formerly Law of the Workplace) (CSCG 59) NEW

(48 hours)

This course will provide the student with a fundamental working knowledge of the key provisions of labour and employment law legislation. The major learning focus will deal with the Employment Standards, Human Rights and Labour Relations Acts and the rights of employees, employers and unions. Studies will involve the impact of these Acts on items such as hiring, termination, discrimination, union certification and union decertification. A brief overview of elements contained in Employment Contracts and Collective Labour Agreements will be discussed. The student will have the opportunity to explore and understand the key legalities of the employment relationship including hiring, performance management and termination. **Note: This course has mandatory group work. Textbook required.**

Empowerment in Dementia Care (CSLO 170)

(24 hours)

Examine ways that caregivers and those with dementia can ensure, maintain and enhance their quality of life. Topics include: staff recruitment, development and training, caregiver integrity, affecting change in the workplace. **Prerequisite:** Exploring Dementia Care. **Textbook required.**

Energy Resources (Alternative Energy) (CSLA 13)

(45 hours)

This course will deal with the issues of traditional and non-renewable energy sources such as crude oil, natural gas, coal and nuclear energy, as well as renewable energy sources like hydroelectricity, solar, ocean, geothermal and wind energy. Students will obtain a broad understanding of current resources, technologies and their limitations; and a realistic appreciation of what energy sources and technologies may be feasible in the future. **Note: This course has mandatory group work.** **Note:** Course has a lab component that is performed on site at Lambton College. **No textbook required.**

Enforcement Procedures (CSDU 48)

(42 hours)

This course is designed to provide students with a good understanding of Canadian criminal law. It will examine pertinent sections of the Charter of Rights and Freedoms and the impact on Canadian criminal procedure. The student will learn the powers of arrest, search and seizure under Canadian law and will learn to work in a manner that is consistent with all relevant legislation. **Prerequisite:** Criminal and Civil Law. **Textbook required.**

Enhancing Communication and Interpersonal Skills in Dementia Care (CSLO 69)

(24 hours)

This course will focus on bringing the PERSON back to personal care. Participants will learn to develop specialized non-verbal communication techniques, facilitate enhancement of workplace interpersonal skills and bridge communications between professional and family caregivers. **Prerequisite:** Exploring Dementia Care. **Note: This course has mandatory group work.** **Textbook required.**

Ensuring Successful Printing Results (CSFA 50)

(30 hours)

This online course will focus on prepress issues, including font, trapping and colour management issues that can stand in the way of getting the results you need from the printing process. A basic overview of current printing methods and preflight technologies will also be included in the course. **Software required:** In-Design. **No textbook required.**

Enterprise Resource Planning (ERPs) and Business Solutions (CSCL 19)

(45 hours)

The course is conceptual and case-based and will adopt a systems analysis approach to the implementation of ERP systems. ERP is an inter/intra organization-wide management system that helps companies automate their processes, integrate various functions, enable optimum planning and utilization of resources and improve process efficiency. The ultimate goal is to increase profitability and reduce costs of operation. The various traditional applications (legacy-based) used by these organizations served as information islands and did not facilitate exchange of data between departments. ERP solved this problem by facilitating integration of various functions. However, the implementation of an ERP system needs highly trained Business and IT professionals – it is a huge investment for any company, and if the application is not suitable for the organization, it can do more harm than good. An ERP solution is effective only when it integrates all the components. By adopting both data and process views, the organization can develop an architecture supporting all the functional modules required in an ERP package. The architecture helps the management evaluate different packages available in the market and select the one that suits the organization. **Prerequisite:** Intro to Business and Computer Concepts and Application. **Software required:** Must have software to view video clips such as Windows Media Player. **Textbook required.**

Entertainment Communications I (CSDU 177)

(42 hours)

The ability to communicate effectively in writing is consistently rated as one of the most critical job skills. Success in the entertainment business environment requires strong communications skills by including coherent, logical, complete, and accurate written information. This course is designed to help students further develop their skills in written communications. Topics include: various business letters, media writing, biographies, and informal reports. Significant emphasis is placed on the continued improvement of grammar, spelling, word usage, punctuation, and sentence/paragraph structures. **Prerequisite:** Basic written communication skills. **Textbook required.**

Entertainment Communications II (CSDU 194) NEW

(42 hours)

Crucial roles in the entertainment business require strong communications skills including writing reports and business proposals and synthesizing and summarizing information. Presenting proposals, conducting a job interview, and telephone skills are also essential in the daily business transactions of the entertainment industry. This course focuses on the enhancement of communications skills frequently used by the music business administrator. It covers reports, the job interview and follow-up process, summaries, proposals, front office skills,

creative writing such as newsletters and advertisements, writing for the web, and writing broadcast copy. The subject material is critical to the student's preparation for the entertainment administrative environment. **Prerequisite:** Entertainment Communications I. **Textbook required.**

Entrepreneurialism in Health Care (CSSA 42)

(48 hours)

This course focuses on entrepreneurial thinking and its application to the health care sector. Within this course, a variety of topics will be examined, including- entrepreneurial leadership, application of ideas, developing an understanding of current and future health care challenges, and evaluating entrepreneurial opportunities. In addition to exploring mainstream entrepreneurial components, this course will also examine the overall health care industry in Ontario and Canada. The main objective will be to understand current trends and challenges and evaluate entrepreneurial opportunities within various areas of Health Care. **Textbook required.**

Entrepreneurship (CSDU 3)

(42 hours)

This subject has been developed to introduce students to the disposition, concepts and skills necessary to express their entrepreneurial spirit in the form of a business. An examination of an entrepreneur and entrepreneurship will be supplemented by an examination of the expression of entrepreneurship in the business world. Contemporary expressions of entrepreneurship and entrepreneurship, their contribution to the economy, their role in the changing workplace, and their role in global business will also be explored. Students will complete an entrepreneurial business plan in stages throughout the course. **Textbook required.**

Environmental Citizenship (CSAL 142)

(45 hours)

Based on the general principles of national citizenship, environmental citizenship goes beyond national borders to emphasize global environmental rights and responsibilities – to focus on both conservation of and planned sustainable use of our planet's resources, as well as the recognition that environmental health is a prerequisite to human health. Environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action. This course is a journey into adopting attitudes and behaviours that foster global environmental responsibility. **No textbook required.**

Environmental Ethics (CSHU 42)

(36 hours)

This course is an introduction to environmental ethics. The overriding question in environmental ethics is whether or not we have any moral obligation to the environment, and if so, to what extent? Does nature have value in itself, or do humans place value on nature? How can we decide what kinds of behaviours are 'right' or 'wrong' towards nature? In answering these questions, we will examine various moral theories that relate to nature, and examine how well they can be applied to environmental issues. We will also examine specific topics to see in what ways they are, in fact, moral issues and not just about physical facts. Topics will include animal rights, non-Western views on nature, the ethics of food, obligations to future generations, and environmental justice. **Textbook required.**

Environmental Laws & Regulations (CSNC 13)

(45 hours)

This course will provide skills and practical knowledge to apply various environmental laws and regulations such as the Environmental Protection Act, the Ontario Water Resources Act, Ont. Reg. 419 (and former Reg. 346), Ont. Reg. 347, and other related environmental legislation. With practical understanding of environmental laws, students will have the information to help protect themselves and their companies from possible litigation while at the same time help preserve the environment. **No textbook required.**

Environmental Management, An Introduction (CSAL 48)

(45 hours)

This course facilitates the development of analytical and evaluation skills required in the management of environmental issues. Students gain a better understanding of the complexity of environmental policies, legislation procedures, and familiarity with the implications and effects of environmental management strategies. The application and development of site inspections and program auditing are explored to assist in the recognition and analysis of potential environmental risks as they would apply in the development of an environmental management system. **Textbook required.**

Environmental Policy & Economics (CSHU 46)

(45 hours)

Human decisions, economic behaviour and government policies all affect the environment. Our economic system creates environmental degradation yet it can also be harnessed and regulated to provide incentives that improve environmental quality. As an analytic tool environmental economics deals with concepts like efficiency, trade-offs, costs and benefits. It can measure incentives for maintaining damaging behaviours as well as predict the economic desirability of changing them. It is the role of environmental policy to assess the efficiency and cost-effectiveness of any proposed legislation, be it emission caps or carbon taxes. In formulating policy, governments must

consider the fairness of policy impacts, the economic incentives for innovation and the enforceability of proposed regulations. Making use of many current Canadian examples, students gain an understanding of this complex part of the environmental equation. **Textbook required.**

Environmental Services (CSCL 25)

(45 hours)

A key area that needs to be managed well to operate a successful operation, is the physical plant of the building. This course will give the student insight into this area. Being able to understand and monitor heating, ventilation and air conditioning systems to offer resident comfort and reduce costs is important. Departmental organization, job descriptions, resources, and budgets for these departments will be studied (Housekeeping, Laundry and Maintenance). **Prerequisite:** Operational Overview. **No textbook required.**

Ergonomics (CSAL 95)

(42 hours)

An overview of ergonomics principles highlights basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders, and office ergonomics. **Textbook required.**

Ergonomics and Disability Management (for OHN) (CSMO 159)

(42 hours)

Students will acquire an understanding of biomechanical and ergonomic principles and relate these to the pathophysiology of work-related musculoskeletal disorders. Students will be able to perform physical demands analyses, identify ergonomic risk factors and recommend workstation and/or task modification to prevent work-related injuries. Students will identify barriers to a return to work, and will acquire the knowledge and skills necessary to design, implement and evaluate an effective disability management program. **Textbook TBA.**

Essentials in Health Records Management (CSLO 113)

(36 hours)

Designed to study the record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, qualitative analysis, release of information, forms control and design, indexes and registers, reimbursements, regulatory and accrediting agencies, and alternate health care delivery systems. **Textbook required.**

Essentials of Writing Fiction (CSAL 79)

(48 hours)

This course covers the core elements needed for creative writing. Students gain an understanding of the process of creative writing including theme, setting, plotting, characterization, and the use of dialogue, enabling them to successfully discover their writer's voice and build confidence in their writing abilities. **Textbook required.**

Ethical Issues in Business (CSFA 20)

(45 hours)

Students will be introduced to the study of Ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the students' grades. **Software required:** Word 2000. **Note: This course has mandatory chats. Textbook required.**

Ethical/Legal and Spiritual Concerns (CSDU 141)

(45 hours)

This course provides an overview of ethical, legal and spiritual concerns in palliative care. Explore the theories of death and dying in relation to various life stages and cultural implications. You will learn how to provide empathetic and sensitive care to client, family and significant others. **No textbook required.**

Ethics and Active Citizenship (CSMO 144)

(28 hours)

The student will focus on three crucial areas of contemporary Canadian professional and social life: citizenship, employability and ethics. The student will learn about their rights and responsibilities as members of your communities, in local, national and global contexts. This course will suggest a variety of ways in which you can become involved in those communities through community passport activities within the course. **Prerequisite:** Introductory Communications course. **Note: This course has mandatory group work. Textbook required.**

Ethics and Professionalism (CSSE 39)

(30 hours)

This course will introduce the foundations of ethical thinking and will review the different perspectives and rationale for ethical

decision-making within a behavioural framework. Students will be introduced to professional codes of ethics that are essential for ethical practice. They will learn how to think critically and apply general ethical principles to particular situations through the use of case studies, practice vignettes, structured exercises and group discussions. This course will provide participant with the basis for developing ethical guidelines for practice, examining areas related to legislative acts, an overview of the BACB® guidelines of responsible conduct for a behaviour analyst and the ONTABA/ABA standards of practice. Students will also learn how to evaluate their own professional expertise and limitations for ongoing professional development planning. **Textbook required.**

Ethics and the Justice System (CSDU 178)

(42 hours)

In this course students will identify and critically examine how ethical decisions and dilemmas influence outcomes in the justice system. Students will specifically focus and examine ethical theories, ethical dilemmas, and why they need to be taken into consideration during the course of any law enforcement investigation. Specific emphasis will be placed on how ethical considerations have influenced the current justice systems in both Canada and the United States. **Textbook required.**

Event Management Strategies (CSAL 86)

(60 hours)

This course enables students to gain understanding and skill in the processes involved in overall management of events. Critical path, goal development and program administration are explored. In addition, emphasis is placed on task diagnosis, time frames, analysis of work problems and alternative work designs for improving the organizational performance and effectiveness of events. **No textbook required.**

Event Planning and Protocol (CSAL 129)

(30 hours)

This course contains two distinct but related sections. The first section will provide the students with a practical foundation in planning an event. Critical aspects of event planning will be discussed including themes, food and beverage planning, cost control, menus, quantity needs, service options, and room set-up. In the second section, we will address key issues involved in protocol when planning hospitality events, including the proper use of titles, seating, levels of service and security. The purpose and role of media in organizing an event will also be discussed. **No textbook required.**

Excel - Expert (CSLO 15)

(30 hours)

As a continuation of the introductory course, you will focus on some of the more sophisticated functions of Excel, including importing databases, queries, pivot table functions, macros and forms plus shortcuts! **Prerequisite:** Excel – Specialist or equivalent. **Software required:** Excel 2002 or higher required. **Textbook required.**

Excel Formulas (CSLO 74)

(30 hours)

This course takes the advanced Excel user to specialized capabilities when developing formulas. **Prerequisite:** Excel - Expert or equivalent. **Software required:** Excel 2000 or higher. **Textbook required.**

Excel Macros Level I (CSCG 55)

(36 hours)

This course is intended to further advance a student's knowledge of how to approach and develop Excel automation through the use of Visual Basic for applications (VBA). This course picks up where Excel - Business Applications left off so it is very strongly recommended that Excel - Advanced be taken first. A special emphasis will be placed on debugging and documenting existing macros. Topics include: understanding the Excel Object Model and developing macros; integrating the spreadsheet with custom User Forms; manipulating Files; Debugging & Error Trapping; and working with external sources of data. Course assignments will be based on automating tasks, debugging and modifying existing applications. **Recommended Prerequisite:** Excel Advanced or equivalent knowledge. **Software required:** Excel 2007 required. **Textbook required.**

Excel-Specialist (CSLO 2)

(30 hours)

Excel allows you to create powerful, professional spreadsheets and graphics. The first lessons will cover the basic introductory skills of how to create, edit, format and print spreadsheets; the remainder of the course will focus on more advanced features such as sorting, charts, formulas and functions to facilitate any of your marketing, budgeting and projecting needs. **Prerequisite:** Intro to computers or equivalent; familiarity with Windows 95 or higher. **Software required:** Excel 2002 or higher required. **Textbook required.**

Exceptionalities 1 (CSMO 65)

(42 hours)

"Introduction to Exceptionalities" will discuss the special education field factors affecting it and the rights and general approaches to students

with exceptionalities, their parents, professionals & support staff. "Behavioural & Emotional Challenged" will deal with students with serious behavioural and/or emotional challenges & appropriate approaches (minor to major) to their education & behaviour management (e.g. crisis intervention). **Prerequisites:** Safety in an Educational Setting, Foundations of Education and Personal and Interpersonal Dynamics. Developmental Psychology should be completed with or prior to this class. **Textbook required.**

Exceptionalities 2 (CSMO 76)

(42 hours)

This course will detail the types of communications exceptionalities and implications of these for students with communications challenges in an educational setting, and cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. **Prerequisites:** Exceptionalities I, Computers in Education and Classroom Skills. **Note: This course has mandatory chats. Textbook required.**

Exceptionalities 3 (CSMO 79)

(42 hours)

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills and supports for individuals who are intellectually challenged. "Physically Challenged" will describe various types of physical challenges and how to effectively assist students with physical challenges. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for individuals with multiple challenges. **Prerequisites:** Exceptionalities II. **Note: This course has mandatory group work. Textbook required.**

Exploring Dementia Care (CSLO 95)

(24 hours)

Examine the basic physiological characteristics of numerous dementias. Using the "Best Friends" model of care, explore the unique experience of dementia from the perspective of both caregiver and care-receiver. **Textbook required.**

Expressive Writing (CSGB 2)

(36 hours)

Students improve fluency in written English through constant writing and frequent revision; they develop skills in observation and the sharing of personal experience, and become aware of the relationship of form to content (i.e. using your language to tell your story effectively). Students have an opportunity to improve their writing skills while fulfilling a desire to tell their own story. **Textbook recommended.**

Exterior Inspection (CSSE 31)

(42 hours)

This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall coverings and inspect all aspects of the exterior named above. **Textbook required.**