

Facilitating Innovative Recreation Programming for Youth (CSCG 26)

(45 hours)

A comprehensive study of the principles and practices of recreation programming for youth will be undertaken in this course. Special attention will be given to the diverse roles of a recreation programmer and to the continuum of direct service provision. The course will emphasize youth-centred and situationally focused program management. Techniques for involving and empowering youth will be discussed. The roles of volunteers and their relationship to community will be addressed. **Prerequisite:** Introduction to Youth and Youth Cultures; Diploma/Degree in Recreation, Social Service or related field. **Software** required: Real Player and Quick Time. **Textbook required.**

Facilitation Skills (CSSE 47)

(10 hours)

This module will provide participants with facilitation skills and techniques that will enhance the learning environment. Participants will learn the difference between facilitation and teaching and following a series of practical exercises they will be able to incorporate the concepts of facilitation in their classroom. **Prerequisites:** Basic Concepts and Practices in Adult Education. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

Facilitative Techniques (CSGG 13)

(42 hours)

This course provides students with an understanding of the principles and application of facilitative techniques designed to assist persons with developmental disabilities acquire new skills. Through a variety of procedures, including precision teaching, students will be able to utilize strategies to assist, coach or teach skills to optimize independence and encourage self-advocacy. The strategies utilized are consistent with respecting and valuing people.

Family Counselling in Addictions (CSFA 55) NEW

(35 hours)

This course will focus specifically on family counselling. Students will examine addiction within the context of the family unit, including risk and protective factors, family , history, and intervention approaches.

Family Law Practice and Procedure (CSLO 148)

(45 hours)

Domestic contracts, divorce procedure, and family litigation are studied. Law Clerks are trained to assist lawyers in preparing documentation for divorce, custody and support actions, and legal provisions for children in need of protection. **Prerequisites:** Legal Office Practice & Procedure, Legal Terminology. **Textbook required.**

Feng Shui (CSLO 198) NEW

(30 hours)

What is Feng Shui? How can it enhance our lives, loves and careers? Enter this fascinating world with Pat Hyduk to uncover the answers to these and other questions regarding this ancient art of placement and energy flow. Discover ways to create harmony, balance and well-being in your environments by exploring the principles of Feng Shui. The bagua map and enhancements for attracting energy will be explored. You will work with the Five Elements and Yin/Yang energies. The experiential nature of the course will allow you to apply Feng Shui principles to your own home or workplace. Ultimate results will be clarity of purpose, self-empowerment and goal achievement. Should you be planning to sell your house you will also learn practical home staging principles using Feng Shui. **Software required:** MUST have digital camera. **Textbook required.**

Field to Fork: Introduction to Local and Global Food Systems (CSSL 26)

(45 hours)

In an age of the 4000 km caesar salad and the 100 mile diet, with 800 million hungry people on Earth and over 1 billion overweight, understanding the "food system" is a hot item on the menu. How do we, and how should we eat for the 21st Century? How do we build the sustainable local and global food systems we want? This course explores these questions by following food's circular journey - from the farm fields where heirloom and biotech seeds are sown; into chicken McNugget and artisanal cheese factories; out to A&P, farmers markets, and restaurants; onto our dinner tables, forks and taste buds; and back to the beginning via composters and landfills. It's a wild mix, including issues like biotechnology, organic farming, globalization, climate change, peak oil, water scarcity, food security, obesity, hunger, the global food price crisis. At the centre of the course, and certificate program it serves as an introduction for, are the practical opportunities and challenges of making food system changes happen on local and global political, economic and ecological levels. **Software required:** Must have speakers. **Textbook required.**

File Management (CSLO 8)

(30 hours)

Computer file management is as important as any other filing system. Learn the fundamental concepts of file management on your computer. These principles will apply both at home and at the office. Gain the knowledge required to maintain files in an orderly fashion,

transfer them using embedded software and manage them on a hard disk, using appropriate organizing and repair tools available. **Pre-requisite:** Introduction to Computers or equivalent. **Software required:** Windows or Linux operating system. **No textbook required.**

Finance and Accounting Math (CSFA 35)

(56 hours)

This course introduces the student to the concepts and procedures of the time value of money calculations used in Mathematics of Finance. It covers topics in simple interest, compound interest, simple and general annuities, bonds and cost-benefit analysis. **Prerequisite:** Grade 12 math. **Software required:** Word 2000 or higher. **Textbook required.**

Financial Accounting 1 (CSSE 65)

(45 hours)

This is part one of the financial accounting course. Topics covered include recording business transactions, preparing financial statements, end-of-period adjustments, accounting for merchandising firms, accounts receivable, cash management and an introduction to financial ratios. **Software required:** Excel and Word. **Textbook required.**

Financial Accounting 2 (CSSE 66)

(45 hours)

This is part two of the financial accounting course. Topics covered include receivables, capital assets, current and long-term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. **Prerequisite:** Financial Accounting I. **Software required:** Excel and Word. **Textbook required.**

Financial Choices in Your Life (CSSH 3)

(42 hours)

Students are introduced to the fundamentals of financial planning so that they can discuss their goals knowledgeably with financial professionals. The course will prepare students to buy a house, life insurance, various financial instruments (stocks, bonds and mutual funds) and even items at auctions. They will also learn about wills, financial advisors, speculating and gambling. They will have to apply major financial concepts to their goals. A large portion of the course will focus on retirement investments in a RRSP. At the end of the course, students are expected to find a personal financial planner to implement strategies to achieve their financial goals. Students will learn financial skills, knowledge and attitudes by reading the online course material, writing tests online, taking part in online asynchronous discussions, working in groups on Web presentations, and writing personal financial plans online. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

Financial Environment (CSMO 116)

(45 hours)

This course covers key aspects of financial planning including the time value of money, setting financial goals, budgeting, personal income tax, insurance, debt and credit management, methods of ownership and investments. The student will be introduced to the Canadian Income Tax System in regards to personal tax issues and concepts, tax strategies, and special issues in regards to area of personal financial planning. **Textbook required.**

Financial Management (Retirement Communities/Long Term Care) (CSCL 37)

(45 hours)

As money is the lifeblood of most business activities, this course is designed to allow the student to identify and explore the factors that are relevant to financial decision making and budgeting. The course focuses on the learner's ability to use a variety of standard problem solving tools of financial management and standard budgeting formats in both the private and not for profit sectors of the business. As most of the students will work in Canada, special emphasis will be placed on a well-developed Canadian financial infrastructure, funding and health care system. **Textbook required.**

Financial Planning Fundamentals (CSCL 13)

(45 hours)

The course introduces the fundamentals important to the discipline of financial planning. Students will acquire an understanding of the concepts and applications associated with financial calculations and the analysis of financial statements. The basic concepts of contracting and family law are covered followed by an analysis of government-sponsored benefit programs. **Software required:** PowerPoint and Word. **Textbook required.**

Financial Systems for Operations Management (CSLO 182)

(45 hours)

You will apply financial concepts to an organization to manage and forecast revenues and earnings, deploy assets, and to prepare operating and capital budgets. **Prerequisite:** Some accounting strongly recommended. **Software required:** Excel. **Textbook required.**

Fire Protection (CSAL 143)

(48 hours)

This course provides students with specific knowledge related to fire and life safety. Topics include the chemistry and physics of fire, building design for life safety, and other aspects of fire and life safety. Applicable legislation related to fire and life safety is also covered. **Textbook required.**

First Nations Peoples (CSNO 1)

(36 hours)

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 Aboriginal rights and self-determination. Other critical issues relating to land claims, justice and social services will be studied. **Prerequisite:** Word processing skills and ability to use internet. **Note: This course has mandatory group work. Textbook required.**

Fitness and Lifestyle Management (CSCM 15)

(45 hours)

Policing is a physical challenging profession. This course will prepare the student to meet the Bona Fide Occupational Requirements (BFOR) of policing which is the "Physical Readiness Evaluation for Police" (PREP). The student will develop strategies to design and implement an effective personal fitness program to help them attain the Bona Fide fitness requirements standards for police work. This course will also introduce the student to concepts in the health/fitness related field, including wellness, components of fitness, nutrition, cardiovascular diseases, stress in the law enforcement field and shift work. **NOTE:** Students must complete a PARQ form and are advised to acquire the appropriate medical clearance prior to beginning the course. Students will be responsible for scheduling the PREP (Physical Readiness Evaluation for Policing) test prior to the end of the course and are required to join and train at a recognized training centre for a 10 week period. Any expenses incurred for this are the responsibility of the student. **Prerequisite:** Medical Clearance is recommended. **Textbook required.**

Flash-An Introduction (CSLO 38)

(30 hours)

This introductory course will cover the following objectives: Flash vs. Shockwave, interface basics, drawing and painting, working with objects, using type, importing artwork, working with layers, working with symbols and instances, creating animation, adding interactivity, working with sound, publishing and exporting to HTML and self-contained movies. **Prerequisite:** Knowledge of HTML would be helpful. **Software required:** Macromedia Flash Mx or greater (MAC or PC). **No textbook required.**

Flash-Intermediate (CSLO 114)

(30 hours)

As a continuation of the Introductory course, the advanced progress bar load loop is presented along with best practices for graphic import to maintain small output size. Advanced action scripting and the debugging window will be explored, XML data will be utilized in the presentation of a scrolling data feed window. **Prerequisite:** Flash - An Introduction. **Software required:** Macromedia Flash Mx2004 or greater (MAC or PC). **No textbook required.**

Flowering Bulbs for the Garden (CSAL 118)

(45 hours)

This course looks at a variety of plants, which can be grown from bulbs, corms, tubers and rhizomes. The course is designed for gardeners living in colder climates (Zones 3 to 5) who are often not specifically catered to in many texts and courses. Material covered is a general introduction to growing bulbs outdoors, bulbs planted in the fall, and bulbs planted in the spring. The species, cultivars and classes of each bulb, their characteristics, cultivation and uses in the garden are all discussed. **Prerequisite:** Basic Botany. **Textbook required.**

Flowering Shrubs for the Landscape (CSAL 119)

(45 hours)

Students will learn more than fifty of the hardiest and most useful flowering shrubs for the landscape. Identification features, culture, pests and diseases will all be discussed. Both ornamental and native species will be covered. Students will be required to complete a dried leaf collection as a major component of this course. **Prerequisite:** Basic Botany. **Textbook required.**

Food Nutrition & Hospitality Management for LTCM/RCM (CSCL 27)

(45 hours)

This course is designed to help the learner examine how food and nutrition can help to achieve optimum health and well being. It will also provide an opportunity for the learner to investigate nutritional care for seniors through an understanding of food service operations and the MOH dietary standards. In this course the learner will experience a combination of food preparation and service theory. The learner will understand the importance of developing strong organizational, team building and communication skills. **Textbook required.**

Food Security and Food Justice in Canada (CSSL 28) NEW

(45 hours)

Study the causes and consequences of urban and rural food insecurity across Canada. Struggle with the tensions between short-term stop gaps (food banks, meal programs, charitable services) and long-term food justice solutions (education, equitable incomes, affordability and accessibility of healthy food). Bring these realities to life by doing research or field work for a food security organization in your region.

Software Required: Speakers. **Textbook required.**

Food System Trends and Policy in Canada Today (CSSL 33)

(45 hours)

Study food charter and policy council models from across the country. What is leading to practical changes where, how and why? What new forces are at work on the horizon that will shape the pace and direction of food system policy change in Canadian municipalities, regions, provinces and at the federal level. Do research that will be applied to the work of the People's Food Policy Project. **Software Required:**

Speakers. **Textbook required.**

Forensic Psychology (CSLO 75)

(36 hours)

This course is designed for those interested in understanding or pursuing a career in forensic/correctional psychology. It covers areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. **Note:**

This course has mandatory chat. Textbook required.

Forensics 9-1-1 - Basics of Forensic Criminal Investigation (CSDU 150)

(52 hours)

This course is designed to introduce the candidate to the basic theories of the different types of forensic evidence. Although it is designed as a primer for students participating in the Police Foundations and Law and Security Administration Programs, the course is also intended as a resource for members of the law enforcement, legal, communications and creative writing communities. The theories of identification, fingerprinting, crime scene management, laboratory resources, DNA evidence and forensic art will be discussed. The student will be taught to recognize the value of fingerprints and DNA as means of solving crime. They will also be taught to recognize the value of varied types of other trace forensic evidence also found at crime scenes. Rationale: Law enforcement worldwide has long recognized that properly seized and analyzed forensic evidence is arguably the best method of solving crime where a suspect has not been caught in the act of committing the crime. A second market exists for this program that enables non law enforcement participants to gain an insight into the field of forensics that has not been previously offered. **Note: This course has mandatory group work. NOTE:** Students will be required to purchase a subscription to Blue Line Magazine, Canada's Law Enforcement magazine. Details will be posted on course conference. Note: Discretion is advised due to the graphic nature of some posted images. **No textbook required.**

Forest Measurement - Theory (CSSA 15)

(32 hours)

This foundation course will introduce you to the tools and instruments used in tree and forest field measurements. Learn how to measure, describe, and make use of tree diameter, height, age, and density information. **No textbook required.**

Forest Pathology (Theory) (CSSA 53)

(16 hours)

This course provides students with an understanding of how various stresses affect normal growth and development of trees; introduces particular diseases which impact on tree health and wood quality and provides skills in recognizing signs and symptoms of pathological conditions. **Textbook required.**

Foundational Strategies for Literacy and Numeracy Instruction (CSCG 48)

(48 hours)

Students will explore some advanced instructional strategies for working with literacy learners. They will begin with an introduction to basic counseling and facilitation skills, followed by advanced approaches to teaching reading and writing. This course concludes with an introductory look at learning disabilities. **Recommended prerequisite:** The Adult Literacy Learner. **Software required:** Adobe Acrobat Reader, Macromedia Flash and Microsoft Word Viewer (Downloads are Free!). **Note: This course has mandatory group work. Textbook required.**

Foundations in Addictions: Signs and Symptoms (CSFA 63) NEW

(35 hours)

Students will examine models and elements of addiction including the addiction spiral, terminology and theoretical approaches to explaining and understanding addiction. Age, gender, ethnicity, culture and geography will be examined in relation to cycles and forms of addiction.

Foundations of College Mathematics (CSSE 35)

(42 hours)

This subject is for students who need to refresh Grade 12 concepts of algebra, geometry and trigonometry before proceeding with further college studies. Successful completion of the course is generally accepted as equivalent to a Grade 12 standing in mathematics. It does not, however, qualify the student for an Ontario Grade 12 math credit. **Prerequisite:** Grade 12 Mathematics. **Note: This course has mandatory group work. Textbook required.**

Foundations of Education (CSMO 38)

(42 hours)

In this 42 hour course the student will learn to describe in general: learning techniques and training standards for para-educators, ethical practices, the historical development of education, including special education, current educational legislation, structures and processes, related legislation (child protection and Freedom of Information and Protection of Privacy) and the implications (e.g. confidentiality) for EA training and work in Ontario. **Textbook required.**

Fraud Investigation (CSDU 152)

(42 hours)

This course is based on the offence of Fraud and the related offences in the Criminal Code (False Pretences, Personation etc.) This course will allow students to build on the previously instructed topics from Criminal and Civil Law and Criminal Code. In this course students will confirm past instruction and will be provided new, more in depth, instruction in the area of fraud and fraud related offences. Students will also be provided instruction on the related offences of regulatory agencies created by Provincial and Federal legislation and about self regulating organizations. Students will learn how to recognize fraud and how to investigate and prepare a fraud case for court purposes. At the end of the course each student will be able to describe and understand how to investigate fraud related offences including the offence of Fraud, False Pretences, Personation, Theft, Possession of Property Obtained by Crime, Credit card fraud, Forgery and Uttering a Forged Document.

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

French I (CSDU 42)

(42 hours)

The objective of this course is to enable the student to gain confidence in the knowledge and application of the French language by using simple structures and vocabulary. In this introductory level the student will learn to express physical, emotional and personality attributes as well as "how" to formulate basic questions to obtain this information. At the end of this course the student will have some knowledge of present verb tenses. The reading of short articles brings to light family life in a French culture, the customs and activities related to family celebrations in Canada and around the world. **NOTE:** Students will be required to submit an oral presentation using either a DVD, CD or use of You Tube. **Textbook required.**

French 2 (CSDU 53)

(42 hours)

The student will sustain development of language skills by extending vocabulary with regard to all activities after work such as weekend chores, leisure, sports including holidaying abroad. The grammatical structures at this level continue to be simple. Through systematic exercises the student becomes more confident and moves on from level 1 present tense and near future to the past tense. The student at the end of this level will be able to share more extensively life at home as well as describe a real or imagined past holiday in a French speaking country. **Prerequisite:** French 1. **NOTE:** Students will be required to submit an oral presentation using either a DVD, CD or use of You Tube. **Textbook required.**

French 3 (CSDU 88)

(42 hours)

The progressive acquisition, reinforcement, and creative use of language structures will give the student confidence to self-expression. By analyzing, comparing and applying the French past tenses, the student will have the basic tools to story telling. At this level, the student will be encouraged to express simple and complex sentence structures. Anecdotes by authors from French speaking Canada will serve as models for the final task. **Prerequisite:** French 2. **NOTE:** Students will be required to submit an oral presentation using either a DVD, or CD. **Textbook required.**

French 4 (CSDU 115)

(42 hours)

In addition to a more rigorous approach to vocabulary and grammatical structures with every class the student will continue to develop everyday situations practiced at earlier levels. Grammatical sentence structures are more complex at this level with the expansion of the past, present, future and conditional verb tenses. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Towards the end of the course language skills include the ability to convey necessity, obligation, probability, and or expectation with regards to past experiences, work and education and the future. **Prerequisite:** French 3. **NOTE:** Students will be required to submit an oral presentation using either a DVD, or CD. **Textbook required.**

French 5 (CSDU 121)

(42 hours)

The objective of this course is to expand vocabulary skills through exposure of the diversity of the French language. This is done with the support of literary, political, social and cultural articles from the French speaking world. At this level grammatical and sentence structures are interesting and complex. At the end of this course the student will have discussed and researched current affairs of French speaking Canada, given an opinion, given advice; expressed regret to hypothetical actions in the past, as well as applied verb tenses that establish sequential order to past actions. **Prerequisite:** French 4. **NOTE:** Students will be required to submit an oral presentation using either a DVD, or CD.

Textbook required.

French Ecrit (CSDU 153)

(42 hours)

The aim of this course is to expose you to the most important written structures of the French Language. You will be able to apply proper grammar rules and to spell a wide range of vocabulary accurately and effectively. **Prerequisite:** French 5. **Textbook required.**

From Harry Potter To Asian: Exploring World of Fantasy in Childrens Lit (CSLO 33)

(45 hours)

Enter the magical worlds of Harry Potter, a small hobbit, and the many other amazing heroes who populate children's fantasy literature. From zooming on broomsticks to walking with fauns, students will explore fantastic journeys, their creators, and the underlying mythologies upon which they are based. Participants will also explore ways to assist children and adults in appreciating the intricacies of good children's literature and understanding the genre as well as how those fantastic worlds contribute to and enrich children's imaginations and lives.

Textbook required.

FrontPage/Expression Web- Advanced (CSLO 154)

(30 hours)

This advanced course will show students advanced functions of the software through application on their own web pages. **Prerequisite:** FrontPage/Web Expression Introduction. **Software required:** FrontPage 2002 or greater or Expression Web. **No textbook required.**

FrontPage/Expression Web- Introduction (CSLO 153)

(30 hours)

Create web pages and learn the fundamental aspects of web page design. You will be introduced to HTML, as well as the various components of the software, and you will learn to apply these tools using fundamental marketing and design concepts. **Prerequisite:** Introduction to Computers (or equivalent) and a working knowledge of the Internet. **Software required:** FrontPage 2002 or greater or Expression Web (any version) . **No textbook required.**

Function and Organization in Student Affairs (CSSE 54)

(42 hours)

Gain an understanding of the various standards and specialized services available at universities and colleges. Learn to tie the mission and objectives of the institution to these services and the institutions mission and vision. **Prerequisite:** Student Development & Student Experience. **Note: This course has mandatory group work. Textbook required.**

Fundamental Mathematics (CSFA 1)

(45 hours)

This course is designed to provide students with the skills, terminology and the understanding of concepts in basic arithmetic and the metric system and to encourage good study habits and the ability to work independently. The main topics covered are – operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. **Textbook required.**

Fundamentals of Electricity and Electronics (CSCM 20)

(30 hours)

This course will introduce students to electrical systems that are used in heavy equipment. Students will review the basic electrical fundamentals. They will calculate resistance, current and the voltage drop or rise in a current. As well, students will be introduced to the electronic components, heavy duty starting systems, electrical circuit schematics, and basic electrical and starting system trouble-shooting and repair procedures. **Prerequisite:** Students should have a basic understanding of mobile equipment electrical systems. **No textbook required.**

Fundamentals of Quality Assurance (CSCG 20)

(39 hours)

This course provides and introduction to quality assurance and control programs within a business organization. Topics include the nature and

history of quality, factors which affect quality, quality inspection and verification. The course will also deal with collection, and analysis and interpretation of data, histograms and frequency distributions, probability and its applications, normal and binomial curves, control charts for variables and attributes and statistical sampling. **Prerequisite:** Level 4 Mathematics or equivalent. **Textbook required.**

Fundamentals: HTML, JavaScript, CGI (CSAL 55)

(48 hours)

This course is designed to teach the essential elements of Web computer programming. After the study of the HTML language starting with the very basics of tags, elements and attributes, you will learn the programming concepts that are universal regardless of the implementation language. You learn the programming environments and program elements such as control structures, arrays, numbers, strings, logical and comparison operators. The JavaScript language is used to illustrate and apply the concepts. This introduction also covers web server configuration, browser and server communication, HTTP headers, HTML forms processing and CGI. **Textbook required.**

Fundraising as Management Process (CSAL 152)

(45 hours)

Accountability and transparency are key in today's society. Students develop realistic marketing, communication, and financial plans that reflect the budgetary obligations of an organization, learn how to inspire general public interest, and establish trust in the brand of organization they represent. Students learn the importance and role of marketing, public relations, and financial management in the world of fundraising. **No textbook required.**