

### **Identification, Care and Handling of Instrumentation in Sterile Processing (CSFA 48)**

(48 hours)

Introduces the student to instrument classification, specifics of proper handling techniques and recognition of common problems related to instrument usage. **Prerequisite:** Microbiology and Infection Control for Sterile Processing. **Software required:** MS Word, Adobe Reader, and PowerPoint Reader. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **ILCO - Estates (CSLO 82)**

(48 hours)

This course deals with the preparation of will, powers of attorney and the administration of estates including; collection, realization and management of assets of the deceased, settlement of debts of the estate, payment of legacies and distribution of residue to beneficiaries. Knowledge of documents to be filed to obtain required court grant of letters testamentary, preparation of estate accounts, administration of ongoing trusts, preparation of income tax returns, and estate related litigation are all areas associated with this field. **NOTE:** Students must register through ILCO to write the final exam, scheduled for May 31, 2011. **Prerequisite:** 2 years law office experience recommended. **Textbook required.**

### **ILCO - Corporate (CSLO 120)**

(39 hours)

This course examines the various types of business ownerships, placing particular emphasis on; corporate/administrative procedures involved in preparing and filing articles of incorporation; organizing a corporation by way of a minute book; preparing/filing relevant incorporation related documents relating to the composition of a corporation; financing issues and relevant searches; and share purchase agreements. Students should be familiar with the Act(s) governing the formation and operation of a corporation. **NOTE:** Students must register through ILCO to write the final exam, scheduled for June 28, 2011. **Prerequisite:** 2 years law office experience recommended. **Textbook required.**

### **ILCO - Litigation (CSLO 146)**

(75 hours)

A diverse area of civil practice that presents you with a wide range of duties and responsibilities including legal research, drafting pleadings and preparing documents for court proceedings, preparing documentary evidence, preparing for and assisting at trial, appeals and conducting examinations in aid of execution/enforcement of orders. Students must register through ILCO to write the final exam, scheduled for March 13, 2012. **Prerequisite:** 2 years law office experience recommended. **Textbook required.**

### **ILCO - Real Estate (CSLO 145)**

(57 hours)

This course provides the student with a broad foundation of legal concepts and applications relevant to the legal practice area of residential real estate. All aspects of the basic residential real estate transaction are covered including; land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, numerous applicable statutes, purchasing, selling, financing and closing the transaction. Students must register through ILCO to write the final exam, scheduled for January 31, 2012. **Prerequisite:** 2 years law office experience recommended. **Textbook required.**

### **Incorporating Environmental Education Across the Curriculum (CSAL 168)**

(45 hours)

Interdisciplinary learning is critical to the success of our society in the future. In this course, students explore a variety of ways to include natural and cultural resources within their curricula. By examining environmental issues across a variety of subjects and delving into the psychology of teaching difficult topics to learners, students learn how to shape their curricula to include important underlying themes, such as sustainability education, without sacrificing existing content. **Note: This course has mandatory chats and mandatory group work.**

### **Indexing and Abstracting (CSMO 103)**

(36 hours)

Focus on indexing, abstracting, and thesaurus construction. Examine different kinds of indexes, learn principles of indexing, and assign indexing terms to a variety of material types. Discuss electronic information retrieval systems and indexing software and practice writing different kinds of abstracts. Learn to use and create a thesaurus. **Prerequisite:** Subject Analysis and Classification. 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.**

### **Indigenous Identity and Relationship to the Land (CSCF 7)**

(45 hours)

The purpose of this course is to encourage students to experience and explore Indigenous cosmology, knowledge and world view and its relationship to the land. The influence and importance of land on Indigenous world view will provide a way of understanding the

contemporary perspectives on identity and self determination. In addition, students will be encouraged to examine and locate their own identity and world view in relation to these concepts. **Textbook required.**

### **Individual Family Support Plan (CSSE 21)**

(42 hours)

This subject focuses on the development and implementation of an Individual Family Support Plan. Included in this process, students will discover how the child's individual program plan is incorporated into the child's daily life. **Prerequisite:** All module one subjects and Understanding and Working with Families. Students registered in subject without the prerequisites will be asked to withdraw from subject. Students cannot register in the subject or begin their field placement until all documentation has been received and approved by Coordinator. **Co-Requirement:** Student must register in both theory subject (Individual Family Support Plan) and Field Placement (Fieldwork 202-Resource Teacher/Early Interventionist). Students must successfully pass both subjects to receive a passing grade. Failure in either subject will result in student receiving an "F" grade for both subjects. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Industrial Distribution Integrated Case Study (CSMO 174)**

(30 hours)

This is a capstone course that will provide an opportunity for you to apply all of your learning to your own work environment. You will utilize case studies and real world examples to assist you in developing processes that will positively impact your company. This course will provide hands on learning by assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. **Prerequisites:** Business Fundamentals, Leadership and Effective Communication, Marketing, Sales and Customer Service, Negotiations and Operational Fundamentals. **No textbook required.**

### **Industrial Hygiene (CSAL 144)**

(45 hours)

This course covers the anticipation, recognition, evaluation and control of chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation will also be covered. **Textbook required.**

### **Industrial Relations (CSSE 67)**

(42 hours)

This course is designed to assist students in understanding the theory and practice of industrial relations in Canada. Students examine the environmental influences that affect union-management relations, appreciate the complex combination of power, reason, communications, politics, and attitudes that pervade industrial relations processes, and explore bargaining issues and their economic implications. This course also explores essential elements of the collective bargaining process, strategies at the bargaining table, and administration of the collective agreement, grievances and arbitration. **Prerequisite:** Human Resources Management. **Textbook required.**

### **Information Work 1 (CSMO 60)**

(39 hours)

Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. **Prerequisite:** Introduction to Libraries and the Information Industry. 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 and mandatory group work. No textbook required.**

### **Information Work 2 (CSMO 96)**

(39 hours)

Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. **Prerequisite:** Information Work I. 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.**

### **Information Work 3 (CSMO 97)**

(39 hours)

Continue study of reference tools, with focus on electronic subscription and pay-per-use databases and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. **Prerequisite:** Information Work II. 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.**

**Institutional Food Service (CSLO 124)**

(30 hours)

This course focuses on the food service worker's role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. **No textbook required.**

**Instructing/Facilitating an On-line Course (CSAL 157)**

(45 hours)

This course reviews the roles of an online facilitator, offers examples of current practice and preset guidelines and strategies for effective practice in online facilitating. Because the definition of the facilitator's roles and activities must be understood within a specific context, the focus is on online facilitating for the post-secondary adult learners. The specific features of Blackboard used for online facilitating will also be integrated. **Note: This course has mandatory group work. Textbook required.**

**Instructional Techniques (CSDU 27)**

(42 hours)

There are many effective ways for adult learners to experience course content and gain new found subject knowledge. In today's complex learning environment, the most successful instructors demonstrate instructional strategies that both respect and challenge adult learners. Through lectures, discussion (synchronous and asynchronous) and various assignments, participants will explore a wide variety of instructional techniques including: lecture, group discussion, demonstration, icebreakers, case study, brainstorming, debate, fishbowl, collage, role-play, panel discussions and skits. Factors affecting the selection of techniques will also be addressed. Participants will demonstrate their mastery of instructional techniques through the design and on-line delivery of a lesson. Instructional strategies or approaches to learning which include a variety of techniques will also be covered by reviewing some of the most common strategies including co-operative learning, problem-based learning and action learning. In addition to instructional techniques and strategies, classroom management issues and the use of media and resources will also be covered. **Prerequisite:** Adult Learning. Adults with Learning Disabilities is recommended. **Software Required:** Students require the use of a microphone. **Note: This course has mandatory group work. Textbook required.**

**Instructional Technology in Adult Education (CSMO 20)**

(30 hours)

This course is intended to equip teachers of adults with strategies for successful use of technology in the in-class and virtual classroom. The course will examine curriculum design, teaching techniques, and assessment when instructional technology is employed. **Prerequisite:** You should possess the skills to create, edit, spell-check, print and save word processing documents with appropriate file extensions. **Textbook required.**

**Integrated Marketing Communication I (CSDU 193)**

(42 hours)

Marketing communication is a very important component of the overall marketing plan. Students must be aware of the role marketing communications plays and be able to prepare and justify a variety of marketing communication approaches. This course will introduce key concepts related to the promotions mix in an IMC (Integrated Marketing Communications) framework. Students will be introduced to communication concepts, creative approaches, and media alternatives they will need to prepare and justify different marketing communication approaches. The advantages, pricing, and measurements of different types of media will also be explored. **Prerequisite:** Marketing 2. **Textbook required.**

**Integrated Marketing Communication II (CSDU 180)**

(56 hours)

The world of advertising and promotion has changed dramatically with recent advancements in technology coupled with the pressure on organizations to meet the needs of many different target audiences. Marketers need to look beyond the traditional media to find new and better ways to communicate with their customer. Furthermore, marketers expect their promotional dollars to generate immediate sales and overall a positive return on investment. In this course students will build on and expand their knowledge in the areas of: Sales Promotion, Public Relations, Direct Marketing, Internet and Interactive Media. The course will focus on showing students how to utilize these tactics to capture the attention of the intended target market, communicate the planned message to generate a reaction. **Prerequisite:** Integrated Marketing Communication 1 or Marketing Communication Management I. **Textbook required.**

**Interactive Learning Processes (CSSE 63)**

(42 hours)

Topics include co-learning processes, learning partnerships, group development, issues in leadership, trust & empowering groups. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Interior/Insulation Inspection (CSSE 30)**

(42 hours)

Focus is on the inspection of thermal insulation, vapour retarders and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed countertops and cabinets, and garage doors/door operators. **Textbook required.**

### **Intermediate Accounting 1 (CSDU 190)**

(56 hours)

The main purpose of financial accounting is to provide users external to the organization with relevant and reliable information for decision making purposes. This course is designed to provide the accounting student with the skills required for the preparation and interpretation of financial statements. Topics include accounting for partnerships, corporations, long-term debt, the statement of cash flows, and financial statement analysis. **Prerequisite:** Accounting Basics 2. **Textbook required.**

### **Intermediate Accounting 2 (CSDU 191)**

(56 hours)

This course is designed to give the student an understanding of the framework of financial reporting and its environment as well as the reporting and valuation of cash, receivables, inventories and temporary investments. The first part of this course covers financial reporting and accounting concepts, income statement and balance sheet presentation, statement of cash flows. The second part of the course covers revenue recognition, cash, receivables, inventories, and held-for-trading investments. **Prerequisite:** Intermediate Accounting I. **Textbook required.**

### **Intermediate Accounting 3 (CSDU 192)**

(42 hours)

This course helps the student to gain an understanding of some complex topics in accounting. Topics include: Leases, Pensions, Income Taxes, Accounting Changes and Error Corrections. **Prerequisite:** Intermediate Accounting 2. **Textbook required.**

### **Intermediate TCP/IP Protocols for Webmaster (CSSA 36)**

(48 hours)

Learning the TCP/IP suite of protocols is key to understanding how the Internet works. This course develops the student's knowledge of these protocols and develops skill implementing them on a Windows system. **Software required:** Windows Operating System. **Prerequisite:** Windows 2003 Server. **Textbook required.**

### **International Business (CSDU 181)**

(42 hours)

This introductory course will expose students to all the essential elements of international business. The course will emphasize the managerial viewpoint rather than that of the social science disciplines from which international business draws its theoretical underpinnings. In discussing trade policy, for example, the effects of different policies on national objectives will be discussed, but also the courses of action that companies and industries can and do take to influence policy and to react to whatever policy is undertaken. The student who can evaluate courses of action in light of the theoretical foundations of the business world will be well prepared to operate in the rapidly changing global business environment. **Note: This course has mandatory group work. Textbook required.**

### **International Market Entry and Distribution (CSMO 27)**

(56 hours)

This course will teach the student to develop a practical workplace understanding of various international market entry strategies, how to select an entry strategy and to review the roles that investment and partnership play in facilitating international trade activities.

**Prerequisite:** Post-secondary Diploma or Degree. **Textbook required.**

### **International Marketing (CSMO 167)**

(42 hours)

(tba).

### **International Trade Management (CSMO 163)**

(42 hours)

You will develop and execute an international business plan, establish and illustrate viable advantages of a global market company, and will be able to describe the significance of engaging in partnerships and other associations including cultural diversification. You will also be able to identify and list reasons for the following: international common risk, the hiring of and development of skilled employees and their contributions to an international company, and the export process. **Textbook required.**

### **Internet Essentials (CSCL 32)**

(42 hours)

Learn the essential skills for mastering the various Internet browsers, email and other features of the Internet. **Textbook required.**

### **Internet Information Server (CSSA 34)**

(48 hours)

This course covers principles involved in installing and managing an Internet Information Server (IIS) either for in-house Intranet or public Internet access. Starting with the fundamentals of IIS and continuing with the administration, students will also learn how to configure the server to allow for active content, and how to create and access databases. **Prerequisite:** Intermediate TCP/IP for Webmaster and Windows 2003 Server. **Software required:** Windows 2003 Server. **Textbook required.**

### **Internet Mapping (CSMO 47)**

(42 hours)

Various ways of acquiring, analyzing and converting data for your Internet Map Project will be studied along with Geographic Markup Language and Web Map Services. Open-source and commercial solutions to serving geographical data and common tasks, pitfalls and issues involved in creating maps will be examined. Main software used in this course is Mapserver and Google Maps. **Prerequisite:** Introduction to GIS. **Software required:** This course uses MapServer which is an Open Source development environment for constructing spatially enabled Internet-web applications. Not required to buy any software. All software used is free to use (ArcExplorer or OpenSource (Mapserver, Open EV, uDig, GDAL). **No textbook required.**

### **Interpersonal and Group Dynamics (CSSF 7)**

(45 hours)

In this introductory level course designed for Police Foundations, students learn to apply knowledge from interpersonal relations and group dynamics to working in a team. Emphasis will be placed on utilizing effective communication skills with individuals and groups. Group cohesiveness and effective group decision making will be discussed. **Software required:** High Speed is recommended, dialup is not recommended. **Textbook required.**

### **Interpersonal Communications - ECE (CSDU 132)**

(42 hours)

Interpersonal communication might be thought of as the primary building block for other communication contexts. It begins where all human, social phenomena begin, with the self. It continues as an ongoing process of sharing meanings with others. It is important for group communication and organizational communication. Interpersonal communication is an immediately useful course because it is a process in which we constantly participate. We need only go about our daily lives to encounter countless opportunities to apply the concepts of the course. When students look "out there" for what is discussed in class, they will find it everywhere. **Note: This course has mandatory chats. Textbook required.**

### **Intervention & Referral Counselling Skills (CSCG 32)**

(45 hours)

This course focuses on conflict and behaviour management of adolescents. Learners will learn strategies in facilitation, mediation, and negotiation. Non-violent crisis intervention skills are investigated. Active listening and effective questioning techniques will be discussed. In addition, the learner will assess situations that require referral to outside agencies and develop a referral counselling directory.

**Prerequisite:** Introduction to Youth and Youth Cultures. **Software required:** Real Player and Quick Time. **Note: This course has mandatory group work. No textbook required.**

### **Introduction to Activation (CSLO 183)**

(45 hours)

Explore the role of the Activity Worker/Activationist in the community and long term care, and resources available to help the Activationist celebrate the lives of seniors. **Prerequisite:** A certificate in a health or social services field or equivalent, and 6 months experience working with the elderly. **No textbook required.**

### **Introduction to Applied Behaviour Analysis (CSAL 146)**

(60 hours)

This course introduces the student to the principles of applied behaviour analysis (ABA), which is the basis for Intensive Behavioural Interventions (IBI). In addition to basic terminology, students will learn when and how to use these techniques appropriately. Students will also learn how to access and interpret journal publications in the field of autism and applied behaviour analysis. **Prerequisite:** Acceptance into the Autism and Behavioural Science Graduate Certificate program. **Textbook required.**

### **Introduction to Autism Spectrum Disorder (CSAL 147)**

(42 hours)

This course examines the five major syndromes of the Autism Spectrum Disorders (ASD) including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS according to their core features and their diagnostic criteria. This course provides an introduction to a neurodevelopmental and behavioural understanding of children with ASD. **Prerequisite:** Acceptance into the Autism and Behavioural Science Graduate Certificate **Note: This course has mandatory group work. Textbook required.**

### **Introduction to Business Management & Organizational Behaviour (CSSE 6)**

(42 hours)

An examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour. **Prerequisite:** Diploma/Degree or equivalent work experience. Introduction to Human Resource Management (or equivalent). **Note: This course has mandatory group work. Textbook required.**

### **Introduction to C# Programming (CSCL 10)**

(42 hours)

This course introduces fundamentals of C# programming language. Students will explore object-oriented programming (OOP) concepts including data abstraction, inheritance and polymorphism. Using .NET and C#, students will learn to design, code and document business-oriented programs. **Prerequisite:** Knowledge of any programming language. **Software required:** Microsoft Windows XP Service Pack 2 or 3 Min. of 192 MB of RAM (384 MB preferred) At least a 1 GHz processor (1.6 GHz preferred) Microsoft Windows Vista or Windows Vista SP1 Min of 768 MB of RAM (1 GB preferred) At least 1.6 GHz processor (2.2 GHz preferred) Software: Visual Studio 2008 Professional Edition or Visual C# 2008 Express Edition. **Textbook required.**

### **Introduction to Children's Literature (CSSE 9)**

(42 hours)

If something is important for children, it is important for adults. This subject introduces students to children's literature, its history and development, and its rich variety of forms and techniques. It focuses on major authors in children's literature and on the important issues presented in those works that have captivated children and adult readers over time. (This subject may contain material that is explicit and/or offensive.) **Prerequisite:** College English or equivalent. **Textbook required.**

### **Introduction to Complementary Therapies (CSCL 20)**

(45 hours)

In this introductory survey course you will study the history, development and practical application of complementary therapies and modern medicine. Examine numerous specific complementary therapies from historical, theoretical, and practical application perspectives. Therapies in recognized courses of study or certification which are offered in the complementary care practice courses will be highlighted. **Textbook required.**

### **Introduction to Cost Estimating (CSCG 27)**

(39 hours)

The course is intended to explain the process of Construction Estimating from the contract documents to the methods of measuring material quantities used in General Contracting Offices. This will enable the student to understand the position of estimator within the business of construction management both in the Contractor and Sub-Contractor's world. The course will concentrate on 'Taking-Off' methods of materials using simple residential and commercial exercises. **Recommended Prerequisite:** Basic Construction Methods and Technology. **Note: This course has mandatory group work. Textbook required.**

### **Introduction to Disability Claims Management (CSSL 38)**

(45 hours)

In this course students will understand the history and nature of Disability Management and its importance from a Health Practitioner's and Employer's perspective. Topics covered will include Legislative obligations, traditional and current approaches to Disability Management, and the role of stakeholders. Key elements of an effective DM program, including policies and procedures, will be explored. Students will apply their learning through assignments and case studies as well as recognize, and manage the major constituents of a disability case from the point of identification, to the successful conclusion of the file. Focus will be on case management of different complexities involving a number of stakeholders. **Textbook required.**

### **Introduction to Downtown Revitalization (CSFA 49)**

(45 hours)

In this introductory course, the student will develop a basic understanding of the factors that play a part in the downward spiral of distress in downtown areas and the ways that a successful planning process can address renewal through design, economic development & public

improvements such as green spaces and streetscapes. Tools that are useful in the planning process including community visioning, key informant interviews, surveys, strategic work plans & the basics of running productive meetings will be introduced. **Note: This course has mandatory chats and mandatory group work. Software required:** MS Word. **Textbook required.**

### **Introduction to E-Business (CSAL 46)**

(45 hours)

This course provides tools, skills, and an understanding of technology, business concepts and issues that surround the emergence of electronic business. The emphasis of the course is on that part of the Internet known as the World Wide Web (WWW) where such tools as browsers are used. In addition to acquiring basic skills for navigating the Internet, the student develops an understanding of the current practices and opportunities in electronic publishing, electronic shopping, electronic distribution, and electronic collaboration. Students also explore several of the problems surrounding electronic business and commerce such as security, authentication, privacy, encryption, safeguarding of intellectual property rights, acceptable use policies, and legal liabilities. **Prerequisite:** Business Computer Applications. **Software required:** Microsoft Front Page & FTP Software. **Textbook required.**

### **Introduction to Financial Management Accounting (CSSE 5)**

(42 hours)

Learn financial and management accounting concepts and techniques, focusing on the relationships between management of performance and basic management functions of planning, coordination and control. It is recommended that students have a basic knowledge of accounting before taking this subject. **Prerequisite:** Diploma/Degree or equivalent work experience. Introduction to Human Resource Management (or equivalent). **Note: This course has mandatory group work. Textbook required.**

### **Introduction to Forensic Accounting (CSCL 11)**

(42 hours)

This course will provide you with a basic understanding of the field of forensic accounting. It is designed to make you more aware and knowledgeable in the detection and prevention of white-collar crimes. Although the course is based mainly on theory and case analysis, it does delve into financial statement analysis and other tools designed to detect fraud along with various preventative measures to be considered when designing systems to prevent the occurrence of fraud and other abuses. **Prerequisite:** Financial Accounting 2 and Cost and Managerial Accounting 2. **Software required:** MS Word. **Textbook required.**

### **Introduction to Fundraising (CSAL 151)**

(45 hours)

This course provides students with an overview of the principles, ethics, and practices of professional fundraising and a systemic examination can engage in successful fundraising. Students examine the evolution of fundraising in North America, the role of the voluntary sector plays in today's society and the changing nature of the position of the fundraising professional. Students also analyze the needs of an organization and apply fundraising approaches that best suit the organizational needs. **No textbook required.**

### **Introduction to Geographic Information Systems (CSMO 6)**

(42 hours)

This course provides an overview of the fundamental concepts and terminology and the role of GIS in business, government, surveying and natural resources. The course will cover the collection, management, analysis and presentation of spatial data. Additional topics will include concepts of database systems, data modeling and digital mapping. **Textbook required.**

### **Introduction to Geology: An Overview of Planet Earth (CSSL 10)**

(45 hours)

This introductory course examines the science known as geology, the study of the earth. The course begins with the formation of the universe, the solar system, earth and its moon and the planets. Subsequent topics include the history of the earth, describing how oceans and continents were formed, plate tectonics, movements of the continents, rock types and their formation. **No textbook required.**

### **Introduction to Intercultural Communication (CSLO 77)**

(45 hours)

Students taking this course will learn the definition of culture and will be introduced to inter-cultural communication theories such as differences in gestures, personal spaces, and customs. By identifying intercultural issues in North American society, student will learn how they can apply intercultural communication theories to their daily lives and how they can respect and understand persons from other cultures. The main objective of this course is to create an environment in which students will feel comfortable communicating with people from different cultures and backgrounds. As part of the course, students will communicate with people from other cultures electronically and in person. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills particularly as they apply them to communicating with people from other cultures. to their daily lives and how they can respect and understand persons from other cultures. **No textbook required.**

### **Introduction to Law in Society (CSAL 47)**

(45 hours)

This course introduces students to the historical background and the development of Law. The impact of society and interest and cultural groups, as well as the process of developing and implementing laws are covered. The structure and function of the Ontario Law Society is introduced. There is also an introduction to the court system, administration tribunals and agencies. Students are encouraged to discuss topical issues and current legal problems. **Textbook required.**

### **Introduction to Legal Office Practice & Procedures (CSLO 39)**

(45 hours)

This course is designed to develop basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office. Content includes reception/client relations, effective communications and basic legal documentation used in all areas of law. Students will also enhance their vocabulary of common legal terminology used within a law office, government agency, court systems, social services and current affairs through practice, study guide and quizzes. **Prerequisite:** Legal Terminology recommended. **Textbook required.**

### **Introduction to Libraries and the Information Industry (CSMO 98)**

(39 hours)

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles and functions of participants in the information industry. **Prerequisite:** 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. Textbook required.**

### **Introduction to Mass Communication (CSMO 151)**

(28 hours)

You will demonstrate how historical, technological and regulatory developments shape the Canadian media. Media Literacy will be developed using successful intelligence. **Note: This course has mandatory chats. Textbook required.**

### **Introduction to Mental Health (CSMO 43)**

(45 hours)

This course is directed towards people who are working with adults experiencing a major mental illness. It is designed to provide the learner with a basic understanding of psychiatric diagnoses and treatments as well as related mental health issues and current mental health legislation. **Prerequisite:** For those interested in entering the mental health field, and are taking this course, we encourage you to establish a connection to the field. Your local Canadian Mental Health Association is a great place to begin for volunteer positions. **Note: This course has mandatory chats. No textbook required.**

### **Introduction to Mental Health Practice (CSMO 171)**

(45 hours)

This course is directed towards people who are working with adults experiencing a major mental illness. It is designed to provide the learner with a basic understanding of psychiatric diagnoses and treatments as well as related mental health issues and current mental health legislation. **Prerequisite:** For those interested in entering the mental health field, and are taking this course, we encourage you to establish a connection to the field. Your local Canadian Mental Health Association is a great place to begin for volunteer positions. **Note: This course has mandatory chats. No textbook required.**

### **Introduction to Microsoft Outlook (CSNC 4)**

(30 hours)

Students will learn how to communicate with others, manage their time, and work more efficiently using Microsoft Outlook. They will learn the proper email etiquette for sending and receiving electronic mail and how to organize and manage mailboxes, address books, contact lists, tasks and journals. **Software required:** MS Outlook 2007. **No textbook required.**

### **Introduction to Needs Analysis (CSCG 39)**

(36 hours)

An overview of needs analysis which includes methods for identifying needs, assessing characteristics and gaps in actual versus ideal performance. Students will develop competencies in identifying gap discrepancies, and developing a cost-benefit analysis of needs studies. Students will also gain expertise in providing a training plan that relates to the objectives, goals and mission statements of the organization. Follow-up procedures, accountability, and dealing with results will also be discussed. **Prerequisite:** Adult Learning. **Textbook required.**

### **Introduction to Non-Fiction (CSMO 146)**

(39 hours)

You will determine an idea's marketability in the non-fiction market, target a reading population, participate in critical discussions about issues in non-fiction writing, and learn how to effectively research a topic or project. At the conclusion of the course, you should have a draft

of a professional book proposal/query and several story drafts. You will also learn strategies for marketing yourself and your work effectively. **Textbook required.**

### **Introduction to Nutrition (CSLO 87)**

(30 hours)

This course introduces students to the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins and minerals, and weight control will be discussed. Special considerations for nutrition throughout the lifecycle will also be explored. This course is a prerequisite for Nutrition in Health. **No textbook required.**

### **Introduction to On-line Delivery (CSAL 154)**

(30 hours)

It is essential that teachers understand how online environments and technologies can be used to support and enhance learning. In this course, students will examine the context and pedagogy for online learning. Two key issues will be addressed: tutor and learner styles, and models of online learning. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Introduction to Palaeontology (Fossils) (CSSL 15)**

(45 hours)

This course is an introduction to the study of fossils - palaeontology. It examines the evolution of life on earth, how fossils are preserved, the identification of fossils and the Geological Time Scale. **Prerequisite:** Introduction to Geology: An Overview of Planet Earth would be a benefit but not mandatory. **Software required:** PowerPoint. **No textbook required.**

### **Introduction to Patient Education (CSCF 3)**

(30 hours)

This course will discuss learning styles and readiness to learn as it related to people with diabetes. The role of the adult educator and effective teaching strategies are examined. Participants will design lesson plans and evaluation techniques. **Prerequisite:** Diabetes: The Basics and must be a Registered Nurse, Registered Dietician or Registered Practical Nurse. **Textbook required.**

### **Introduction to Petrology (Rocks) (CSSL 14)**

(45 hours)

This introductory study of Petrology (rocks) examines the three categories of rocks. The student shall learn how to distinguish igneous, sedimentary and metamorphic rocks and learn of their modes of formation. **Prerequisite:** Introduction to Geology: An Overview of Planet Earth would be a benefit but not mandatory. **Software required:** PowerPoint. **No textbook required.**

### **Introduction to Pharmacology (CSSF 5)**

(45 hours)

This course will provide an introductory examination of pharmacology and expand your knowledge base on a variety of drugs and interactions. Students will examine drug legislation, pharmacological actions and come to understand the responsibility of dispensing drugs. This is not an applied medication course. **Software required:** High Speed is recommended, dialup is not recommended. **Textbook required.**

### **Introduction to Philanthropy (CSFA 29)**

(45 hours)

You will develop an understanding of the meaning of philanthropy, its importance to Canadian society and its integral relationship to the fund development process. Students will examine the motivations behind altruistic behaviour, the elements of stewardship which promote philanthropy and how understanding giving is vital to building relationships with donors. The application of ethics in donor interactions will be examined.

### **Introduction to Project Management (CSAL 36)**

(48 hours)

This course provides students with an overview of project management and an introduction to leadership and ethics. Students learn the fundamental principles of project management including: project initiating, project definition, creating the Work Breakdown Structure, estimating effort, budgeting, scheduling using Gantt charts and network diagrams, risk management, controlling resources, quality assurance, auditing and closing. The techniques are based on a study of the typical project lifecycle. **Textbook required.**

### **Introduction to Recreation (CSNC 68) **NEW****

(45 hours)

This course is designed for you to examine the roles of recreation, leisure and play in Canada, their history and foundation as well as theories,

philosophies and benefits. Through a variety of facilitation techniques you will be introduced to the professional aspects of a career in recreation and the diversity of service provision.

### **Introduction to Recreation and Leisure Services (CSCN 22)**

(42 hours)

This course will introduce students to the professional standards and skills required to succeed in a recreation career. Students will study the concepts of recreation and leisure and examine the significance of recreation to personal well being and self fulfillment. Course themes include: philosophy of recreation, personal organizational skills, history of recreation, career opportunities, overview of recreation organizations, and the importance of art and culture in our society. **Textbook required.**

### **Introduction to Research and Assessment (CSSE 14)**

(42 hours)

This subject examines research methodologies and introduces the student to various screening tools and the assessment process. Students have opportunities to interpret research findings and utilize this information in their role as a Resource Teacher Interventionist.

**Prerequisite:** Introduction to the Field of Early Intervention. Student registered in subject without the prerequisite will be asked to withdraw from subject. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Introduction to Science (CSCM 19)**

(45 hours)

This course introduces the student to notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles. **Software required:** Adobe Acrobat and MS Word. **No textbook required.**

### **Introduction to Self-Publishing (CSMO 145)**

(39 hours)

This course will survey a range of business practices in publishing, with a particular emphasis on book publishing, both traditional and self-publishing. There will be a focus on marketing, production and distribution, author and publisher rights and self-publishing in Canada. Throughout the course, students will be asked to assume the roles of publishing executives and the author themselves. Successful completion of the course will be judged on the practical project; the publishing of a book. **Note: This course has mandatory chat. Textbook required.**

### **Introduction to Small Business and Entrepreneurship (CSMO 30)**

(70 hours)

This course is designed to provide the student with an introduction to small business and entrepreneurship and to help develop certain entrepreneurial success skills which are important for small business ownership. The students will develop a general knowledge of the historical and political context of small business in Canada and of the major functional areas of business management. **Textbook required.**

### **Introduction to Spoken Language (CSMO 153)**

(30 hours)

Introduction to Spoken Language Interpreting is the foundation course of a six course Language Interpreter program. This course presents the fundamentals of providing spoken language interpreting services in various settings. You will consider the role and responsibilities of the interpreter and discuss professional standards of practice and ethical principles to guide an interpreter's performance. The course also provides an introduction to various skills required for successful interpreting including note taking, active listening, memory retention, mental transposition and verbalization in the target language. **No textbook required.**

### **Introduction to Spoken Mandarin Chinese (CSSL 45)**

(45 hours)

This course uses the Roman alphabet (Pinyin) to teach Mandarin Chinese. Students will learn to pronounce and recognize Chinese sounds and, by the end of the course, will be able to introduce themselves and conduct basic conversations. The course will also introduce students to elements of Chinese culture that are essential for successful communication. Follow-up activities will ensure a solid foundation for more advanced studies of Mandarin Chinese. **Software required:** High speed internet; speaker; microphone. Quick Time, Hi Q Recorder, Pinyininput & Skype (free downloads). **No textbook required.**

### **Introduction to Sustainable Development (CSLA 14)**

(45 hours)

This course is intended to introduce the concept of sustainable development to a broad audience. The course will discuss the environmental, economic and social impacts that affect the sustainability of our communities. The course will investigate the development of human populations and how their energy and nutritional needs have compromised the natural ecosystems. Social and economic factors will be

explored that will lead to greater social equality and more sustainability in the world economy. Individual responsibility to sustainability through lifestyle changes will be examined. **Note: This course has mandatory group work. Textbook required.**

### **Introduction to the Field of Early Intervention (CSSE 13)**

(42 hours)

This subject provides the student with a historical overview of the field of early intervention, including models of service delivery, levels of prevention, current issues, and trends. Key terms and concepts and the roles and responsibilities of the early intervention team will be explored. **Prerequisite:** Successful completion of a post-secondary diploma in Early Childhood Education, or its equivalent. Submission of admission documents which must be approved by coordinator before student can register. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

### **Introduction to Urban Planning - Future of Downtowns (CSCG 65)**

(45 hours)

Urban Planning is the professional practice of ensuring cities and downtowns grow and evolve over time in an orderly, vibrant and sustainable fashion. This course provides an overview of the basics of urban planning and the various tools that can be used to guide and influence downtown revitalization. The second half of the course will look at the future role(s) of a downtown, and how municipal planning tools will be instrumental in their success. Throughout the course, students will be exposed to numerous downtowns and a variety of planning strategies being used to ensure their long-term success.

### **Introduction to Youth and Youth Cultures (CSCG 16)**

(45 hours)

This course presents a historical perspective on youth and youth services and investigates all aspects and stages of youth development. Building on an understanding of the stages of development, the course focuses on fostering the development of youth as individuals as well as the development of youth as leaders. The social and cultural context of today's youth is explored, as are the needs of special populations and gender specific uniqueness. The student will be challenged to transfer the theoretical-based learning into practice. **Prerequisite:** Diploma/Degree in Recreation, Social Service or related field. **Software required:** Real Player and Quick Time. **NOTE: This course has mandatory group work. Textbook required.**

### **Inventory Management (formerly Inventory I) (CSDU 89)**

(56 hours)

This course covers the basic principles and concepts of Inventory Management. The first section of the course examines inventory from a general management perspective, while the second half of the course leads into setting up models for individual items. **Prerequisite:** Operations Management II. **Textbook required.**

### **Investigation and Evidence (CSDU 133)**

(48 hours)

In this course students will examine the requirements of the investigation beyond the interview. They will learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. **Textbook required.**

### **Investigation and Surveillance (CSDU 155)**

(42 hours)

This course focuses on surveillance and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note-taking and observation skills. **Textbook required.**

### **Investigative Techniques and Processes (CSDU 182)**

(42 hours)

Both public and private investigative functions rely heavily on their investigators' ability to analyze a crime scene or incident, collect evidence, develop theories and make a determination as to responsibility. The development of these skills is a long process of continual education and practice which benefit greatly by having a solid foundation to work from. While other courses deal directly with individual, practical skills such as the collection of evidence or interview and interrogation methods, this course will provide the student with the fundamental process of investigation. The techniques taught will tie together the individual skills so that the student can perform a cohesive investigation. **Note: This course has mandatory chats. Textbook required.**

### **Investigative Techniques for Motor Vehicle Collisions (CSDU 195)**

(42 hours)

This course introduces students to the specific discipline of advanced criminal motor vehicle collision investigation. It will provide students with the required investigative skills and techniques to properly identify, examine, and interpret physical evidence and the series of events

related to collisions. It will also provide the skills necessary to determine when more comprehensive analysis is required by a Collision Reconstructionist. It also provides students with the necessary skills to interpret and analyze the evidence found in collision reconstruction reports. It is specifically designed to assist those students presently working or seeking employment in a law enforcement field related to collision investigation or those in positions in the private sector that require the skills and ability to assess cause and fault in relation to collisions. The primary purpose of this course is to enable students to examine and understand the criminal collision investigative process from the start to its eventual conclusion, especially when a collision reconstruction report is produced by an investigator. It provides students with the necessary skills to interpret results, while also providing a better overall understanding of the physics and law enforcement requirements of collision investigation in Canada. **Textbook required.**

#### **Investment Planning (CSMO 114)**

(45 hours)

This course examines the nature of capital markets and the theories regarding markets. Students will be introduced to the characteristics of securities, the operation of securities markets and the issues underlying modern portfolio theory. The course describes Canadian financial markets, investor objectives and the selection of investments to fulfil these objectives given the limitations of risk and return. **Textbook required.**

#### **Italian for Beginners (CSMO 155)**

(42 hours)

This course will help students to develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, the student will be introduced to the fundamental aspects of the Italian culture. **Textbook required.**