

### **Labour & Employment Law (CSDU 142)**

(56 hours)

In this course a student will learn about the multi-faceted areas of law which impact on an employment relationship. Emphasis will be placed on the specific areas of law in which agents have historically practiced. The course is divided into three parts to correspond to the three regimes governing employment relationships. The first part covers the application of contract law to individual contracts of employment. The second part deals with the modification of contract by way of statutory rules governing the employment relationship in the areas of health and safety, employment standards, equity, workplace injury compensation and privacy. The final part deals with the replacement of an individual contract of employment by a collective agreement in a unionized workplace. This course is to give a general understanding of how laws are defined, created, implemented and interpreted to give meaning and solutions to modern social problems. **Textbook required.**

### **Labour Economics (CSDU 8)**

(42 hours)

The objective of this course is to introduce a non-economics student to elementary theories concerning the functioning of the labour market. The focus of this course will be the developing of several practical and analytical tools to aid the students' understanding of labour market operations. Students will be introduced to various concepts about an individual's decision to work, the decision to retire or reduce the length of the work week. Then you will review the factors that influence the firm's decision to hire labour and determine the amount of labour to be hired given both a competitive and non-competitive labour market. The concept of non-competitive labour markets will be extended to include the influence of factors that are external to the labour market such as unions and government. The problems of and solutions to unemployment, discrimination and wage differentials will be discussed. **Textbook required.**

### **Labour Relations (CSHU 45)**

(45 hours)

This course provides students with a working knowledge of the institutions and processes, which govern employee-management relations in a unionized work environment. The course focuses on the strategic and legal considerations, which influence decision-making for employers and employees facing the option of unionization or the impact of unionization. Major topics include: historical development of the Canadian trade union movement, statutory certification procedures, unfair labour practices, the process of collective bargaining, the nature and contents of collective agreements, standard grievance procedures, conciliation and arbitration processes and the impact of strikes and lockouts.

**Textbook required.**

### **Landlord & Tenant Law (CSDU 140)**

(42 hours)

This course examines the legal relationship between landlords and tenants, the legislation that governs rental housing and the rights, procedures, documents and remedies of the parties involved in a tribunal application proceeding under the Residential Tenancies Act. This course provides an understanding of the concepts and procedures involved for a landlord and a tenant and provides a detailed study of the Residential Tenancies Act and related legislation. Students enrolled in this course will study the rules and procedures governing the Landlord and Tenant Board. The course will prepare students for careers as agents representing landlords or tenants in the rental housing field, related careers in support roles within the Board, as well as professionals in the property management business. As individual home ownership of a detached dwelling moves out of the financial reach for many people in our society, rental ownership may be the only way these individuals can afford a home. This course provides a study of the Ontario Rental Housing Tribunal and the rules and procedures governing the Tribunal and will prepare students for careers as court agents and paralegals working in the rental housing field, as well as related careers in support roles within the Tribunal. **NOTE:** Students will be required to visit their local Tribunal (Landlord and Tenant Board). Students will need access to a Fax machine to submit completed assignment documents. **Textbook required.**

### **Law for the Homeowner (CSDU 169)**

(28 hours)

This course is designed to provide potential and current homeowners with practical knowledge of the legal issues and implications surrounding home ownership. The first half course will introduce participants to the fundamental concepts of Canada's legal system. Students will learn how laws are defined, created and implemented within the Canadian context. The second half of the course will examine specific issues including types of home ownership, occupiers' liability, purchasing and selling a home, nuisance, trespass and various other rights and responsibilities of the homeowner. Rationale: It is important for both potential and current homeowners to have a basic understanding of what law is, how it operates within the Canadian context, and how it creates certain rights and responsibilities with regard to owning a home. **No textbook required.**

### **Law Libraries and Legal Research (CSMO 131)**

(36 hours)

You are introduced to the Canadian and Ontario legal systems. You will study legal materials, legal research, and the basics of running a law library. You will use primary and secondary legal materials and learn how to find information on specific topics using both paper and electronic resources. Explore acquisitions, cataloguing and collection development in a law library setting. Access to a law library is required. **Prerequisite:** OSSD general or advanced level, with a pass standing in Grade 12 English at the general level OR successful

completion of Mature Student Test. Library related experience is strongly recommended. **Note: This course has mandatory chats. No textbook required.**

### **Law Office Accounting (CSLO 136)**

(45 hours)

The course focuses on accounting procedures relating to the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. **Prerequisite:** Introduction to Legal Office Practice & Procedures and Legal Terminology.

**Software required:** Students must have Windows XP to run PC Law software. **No textbook required.**

### **Leadership and Communication (CSAL 124)**

(45 hours)

Participants will learn the theory and application of effective communication skills for leaders. A critical function of leaders is to represent their organization not only internally, but also to external audiences, such as the media, other organizations, stakeholder groups, the public, and government. This highly interactive course will improve skills in communicating messages plainly and concisely to both internal and external audiences, dealing with the media, and writing clearly for people outside your organization. A key component will be articulating a personal philosophy of leadership. **Note: This course has mandatory group work. Textbook required.**

### **Leadership and Effective Communication in Industrial Distribution (CSMO 172)**

(30 hours)

Leadership skills are essential in every organization. This course will discuss the differences between managing and leading, how to develop a High Performance Team, Team Dynamics and problem Solving, coaching skills and leadership models, as they all apply to the Industrial Distribution industry. **Textbook required.**

### **Leadership in a Team Environment (CSAL 120)**

(45 hours)

Teams have become the fundamental building blocks of organizational structure. This course will examine the skills and abilities needed to lead a team-based organization. Leading in a team environment requires competencies, tool and techniques that focus on group dynamics rather than solely on individual performance. Learn how to mobilize participation, build consensus, and enable individuals to maximize their team's ability to achieve results. **Textbook required.**

### **Lean Systems (CSDU 186)**

(42 hours)

This course examines the tools and techniques used to analyze and measure work systems. These techniques have the basic purpose of improving organizational productivity and reducing waste. This course covers topics such as, return on investment, macro and micro analysis, time study, work sampling and standard data. Laptop computers are utilized throughout the course to help minimize the computation errors and more closely replicate the business environment. **Prerequisite:** Statistic I and Operations Management II. **Textbook required.**

### **Learning and the Student Learner (CSSE 55)**

(42 hours)

Gain an understanding of relevant learning theory, current practices in learning with student affairs and services. You are provided with the tools needed to create a learning centred environment. **Prerequisite:** Student Development & Student Experience and Function and Organization in Student Affairs. **No textbook required.**

### **Learning Disabilities and Adult Literacy (CSCG 49)**

(48 hours)

You will learn to identify characteristics of adults with learning disabilities, including learning strengths and challenges. Students will learn to observe and recognize possible learning disabilities during the assessment process to plan effective instructional strategies. You will also learn strategies to support the development of self-direction skills and independence in the adult literacy learner. **Recommended prerequisite:** The Adult Literacy Learner. **Software requirements:** Adobe Acrobat Reader, Macromedia Flash and Microsoft Word Viewer (Downloads are Free!). **Note: This course has mandatory group work. Textbook required.**

### **Learning Strategies-Learning How to Learn (CSMO 36)**

(42 hours)

This course is designed to help you better understand how YOU learn - and how YOU can "learn better". It explores the various aspects of our brain, short and long-term memory, working memory, executive functions...The various learning styles we use - and how to effectively use them are presented. The key role that motivation plays in learning is developed. You will also learn about highly effective learning, reading, writing, organizational and study strategies. This very hands-on course will benefit you and the children with whom you work. **Software required:** Excel. **Note: This course has mandatory group work. Textbook required.**

**Learning, Thinking and Problem Solving (CSSE 37)**

(42 hours)

The subject examines selected knowledge about human behaviour and the use of this knowledge to the individual. Students will learn how to understand better themselves and others and to use psychological theory and research to manage their own lives and their own problems more effectively. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

**Legal & Ethical Issues Related to Aging (CSMO 66)**

(30 hours)

This 30-hour online course will investigate some of the varied legal and ethical concerns related to seniors and / or caregiver(s). These issues include the need for a written Will; Powers Of Attorney for Personal Care and Finances; Laws affecting Canadians; Elder Abuse; Ethics; Suicide; Physician Assisted Suicide; Euthanasia; Pain; Palliative Care, Grief and Dying. **Prerequisites:** Mental Health Aspects of Aging, as well as Intro to Aging, Physiology of Aging and Assessment and Planning). Applicants must be graduates of a diploma or certificate program in Health Sciences or Human Services (e.g. RN, RPN, Health Care Aide, Recreation, Social Work, etc). **Textbook required.**

**Legal Aspects-International Trade (CSMO 164)**

(42 hours)

This course focuses on applications, practices and the domestic and international legal environment within which the international trade operates. You will learn the role of Canadian and international law in forming and operating under contracts, limiting liability, operation under international treaties and organizations, protecting intellectual property, domestic and international competition laws and domestic and international sale of goods law. **Textbook required.**

**Legal Research (CSHU 49)**

(36 hours)

This course provides legal professionals with the knowledge and experience of conducting basic legal research of statutes, regulations and case law using different research media, including books, loose leaf services, CD-ROMs and online research systems. **Prerequisite:** Introduction to Canada's Legal Systems. **Textbook required.**

**Legal Terminology (CSLO 40)**

(45 hours)

Students will build a 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. **No textbook required.**

**Legislation for Health and Safety (CSAL 141)**

(45 hours)

This course covers the various jurisdictions; how to locate the specific legislation; the interface between the statutes, regulations, codes, and standards; the obligations of employers and of employees; the Workplace Safety and Insurance Act and Regulations, filing claims, entitlement decision making, benefits, appeals, and re-employment. **No textbook required.**

**Legislation in the Workplace (CSCM 29)**

(15 hours)

This course will assist the student in developing a working knowledge of the Occupational Health and Safety Act and its regulations. It will enhance the student's awareness of the existence and application of other legislations which can also impact on health and safety in the workplace. This course is essential in developing the knowledge base for health and safety professionals. **Prerequisite:** Recommended that students have completed a course in the Concepts of Occupational Health and Safety. **Textbook required.**

**Leisure Education (CSNC 60)**

(30 hours)

This course will provide the student with the foundations of leisure education. Students will learn how to promote the values and benefits of leisure as an important life skill, assist in overcoming barriers to participation and examine various strategies and models for assisting individuals and groups in finding ways to improve quality of life through leisure. **Textbook required.**

**Let's Start Ojibwe (CSSA 30)**

(48 hours)

This course is designed to provide students with an introductory knowledge of the basic structure of the Ojibwe language. The focus of the course will be on reading and writing the language. The course will also give the student oral structure of language which will enhance the understanding and verbal communication of the language. **Software required:** Speakers. **No textbook required.**

### **Let's Talk Sports (CSSE 36)**

(42 hours)

This subject combines both the fun of participating in lively sports debates and the practical techniques that will help improve students' communications. Students will receive a behind the scenes look at sports issues by examining topics such as sport and politics, commercialism, and the Olympic movement. Through this course, students will better understand the major problems and controversies surrounding the impact of sports upon society. **Prerequisite:** College English or equivalent. **Textbook required.**

### **Library Financial Management and Budgeting (CSMO 109)**

(18 hours)

This course introduces you to budget and financial management concepts and strategies as they relate to libraries. You will be exposed to types of budgets, financial statements, avenues for library funding and strategic planning. You will comprehend and use basic financial information to set goals and objectives for the library. **Prerequisite:** Intro to Libraries Computer Basics course or Computer Basics course using Vista 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:** Excel. **No textbook required.**

### **Life and Death Issues in Financial Planning (CSMO 117)**

(45 hours)

This course looks at risk exposures and how individuals and businesses address these risks. Estate planning looks at ways to evaluate the costs and benefits of different courses of action which affect the funds your heirs receive after your death. **Textbook required.**

### **Life Skills and Job Coaching (CSMO 82)**

(42 hours)

This course will clarify the role and understanding of Educational Assistants in assisting special students with transition. Primarily focusing on the transition from adolescence to adulthood with emphasis on independent in life skills and specific workplace training. Educational Assistants must be prepared to take on the role of a job coach in assisting those with unique needs and abilities to develop the skills necessary for employment, maximizing their abilities and opportunities. **Prerequisite:** Either Exceptionalities 1, 2 or 3. **Textbook required.**

### **Lifestyle Management 2 (CSDU 113)**

(28 hours)

Students will learn a variety of health and fitness principles that they will use to create their individual exercise program that they will follow for the duration of this course. They will record their weekly training sessions and must pass the Physical Readiness Evaluation for Police (PREP) test and the Fitness Components test in order to complete the course. A minimum level of fitness is required by people in a law enforcement position. Achieving this fitness level will help them manage the variety of stressors they will encounter while enforcing the laws they have been sworn to uphold. This course will provide the student with the information, the motivation and the opportunity to not only meet the physical requirements of the course, but to also understand, appreciate and implement a healthy lifestyle. **Prerequisite:** Lifestyle Management I. **NOTE:** Students will be required to join a gym/fitness centre and keep weekly training logs, which must be signed by a recognized trainer. **Textbook required.**

### **Life-writing: Telling our Stories (CSLO 112)**

(45 hours)

Do you have a healing story to share, a memoir of love to celebrate, a family history to pass on to future generations, or a transformational tale to tell? Do you want to discover the universal connection at the heart of personal memoir? Do you want to write stories from life using literary, creative nonfiction techniques? Whether you explore change and identity, loss, recovery, travels, or contemplation on the family photo album, you will find creative inspiration in your life's experience. This course explores the spectrum of themes that connect us to each other and provides guidance for writing the stories we need to tell. **Textbook required.**

### **Linux+ Certification (CSDU 183)**

(56 hours)

CompTIA Linux+ is a vendor-neutral certification, generic across distributions, that validates the knowledge of individuals with a minimum of six to 12 months of practical Linux experience. Professionals holding the current CompTIA Linux+ credential can explain fundamental management of Linux systems from the command line, demonstrate knowledge of user administration; understand file permissions, software configurations, and management of Linux-based clients, server systems and security. Because of the growing popularity of enterprise-ready platforms such as Linux, both employers and professionals realize the importance of skill validation. The industry recognizes that CompTIA Linux+ certification is a good indicator of foundational proficiency in everyday management of Linux-based clients and basic management of server systems. The CompTIA Linux+ (2009 Edition) certification is aimed at an IT administrator experienced in Windows or other operating systems, who also has at least 6-12 months as a Linux system administrator. The exam assumes experience with command line utilities, common administrative tasks, and troubleshooting. **Note: This course has mandatory chats. Software required:** Linux+ software comes with the textbook. **Textbook required.**

**Linux-Level 1 (CSLO 57)**

(45 hours)

This course is designed to provide an understanding of the basic concepts behind the Linux operating system (workstation version). The successful student will be able to discuss and work with Linux in the following areas: file structure and organization, Linux conventions, navigating, creating, editing, deleting files, using a common Linux GUI, printing, designating file characteristics, assigning security levels to files, basic file maintenance of a Linux system and installing, modifying and deleting software and hardware. While the course is not intended to guide the student through the installation process, some assistance in this area may be available. Students are urged not to purchase hardware for their PC without ensuring that Linux drivers are available for that hardware. **Prerequisite:** Introductory Computing, familiarity with DOS/Windows commands. **Software required:** Most Linux OS's may be used for the course, but RedHat Linux 9 or later is preferred. **No textbook required.**

**Litigation Practice & Procedure 1 (CSLO 25)**

(45 hours)

Advance your knowledge and expertise in the area of civil litigation. Students will become familiar with a wide range of activities, responsibilities and document preparation in the complex area of civil litigation process including Small Claims Court, Superior Court, Family Law, Collections and Enforcement proceedings. **Prerequisite:** Legal Office Procedures, and Legal Terminology. **Textbook required.**

**Litigation Practice and Procedure 2 (CSLO 176)**

(45 hours)

As a continuation of Litigation 1 in the Legal Assistant program, you will review the processes and procedures generally used in a law office for the purpose of litigation. **Prerequisite:** Litigation Practice and Procedure, Legal Terminology, and Legal Office Procedures. **Textbook required.**

**Living with Diabetes (CSCF 4)**

(30 hours)

This course is designed for health care providers working in or planning to work in the field of Diabetes education. Participants will examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Participants will discuss and illustrate teaching strategies for use with clients who have special needs, such as learning disabilities, or visual or language impairments. Cultural issues, especially those that deal with the incidence of Diabetes among First Nations People, are presented. **Prerequisite:** Registered Nurse or Registered Dietician, Diabetes: The Basics, and Introduction to Patient Education. **Textbook required.**

**Logistic Systems 1 (CSCN 11)**

(45 hours)

In this course, students will evaluate the appropriateness of various modes of transportation and distribution networks in a range of situations. **Prerequisite:** 2 or 3 yr college diploma in business, engineering, hospitality, IT, transportation or significant work experience. **Textbook required.**

**Logistic Systems 2 (CSCN 13)**

(45 hours)

A continuation of Logistics I with advanced concepts being studied. Topics include reverse logistics, service response logistics and the environmental impacts of the logistics industry. **Prerequisite:** Logistics I. **Textbook required.**