

Macroeconomics (CSAL 40)

(45 hours)

This course introduces students to the principles that are essential to an understanding of contemporary macroeconomics issues. Emphasis is placed on the use of economic models to analyze economic developments accurately and objectively. Students examine unemployment, inflation, and economic growth; as well, they evaluate government's use of fiscal and monetary policy to deal with these problems.

Prerequisite: Microeconomics. **Textbook required.**

Making It Work (CSCG 23)

(48 hours)

This course is designed for experienced literacy educators who have little familiarity with the development and/or delivery of literacy and basic skills programs in the workplace environment. You will gain an understanding of the complexities of relationships between business, labour and employees in the determination of workplace training needs, the key steps involved in the development and delivery of a workplace literacy program and the critical role that evaluation plays in workplace programs. **Prerequisite:** The Adult Literacy Learner.

Software required: Adobe Acrobat Reader, Macromedia Flash and Microsoft Word Viewer (Downloads are Free!). **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Making the Grade (CSCF 9)

(45 hours)

Students today are faced with many choices. You will have to decide what to study, what career to pursue, what lifestyle to adopt and even what to believe. Two keys will help you get to where you want to go. The first is an open mind. This means you must be a receptive learner. The second key is motivation. You will need the drive and determination to take advantage of available opportunities. This course will provide you with the tools you need to develop the skills, knowledge and attitudes for building a successful future. **Note: This course has mandatory group work. Textbook required.**

Management & Administration of Youth Recreation Programs & Services (CSCG 29)

(45 hours)

This course explores the effective management and administration of programs and services for youth. Included in this study are areas of fiscal management, human resources management and development of policies and procedures. Issues of liability and risk management in the leisure professions are discussed. Various models of governance are investigated. Cooperative agreements and/or partnerships are studied. Planning and evaluation techniques are presented. **Prerequisite:** Diploma/Degree in Recreation, Social Services or Related field.

Software required: Real Player and Quick Time. **Note: This course has mandatory group work. Textbook required.**

Management for Results (CSHU 5)

(30 hours)

The role of the manager is constantly changing. The economy, legislation and technology have created a more complex work environment. While skills and techniques are crucial, other personal and organizational issues cannot be ignored. Traditional concepts vs. new beliefs in the management field, understanding the human factor, job enrichment, planning performance and appraising results will be explored. **Software required:** Pentium class computer, recommended resolution 800 X600, with Adobe Acrobat and Flash plug ins. **Note: This course has mandatory group work. Textbook required.**

Management Information Systems (CSDU 203)

(42 hours)

This course will examine information systems, information flows, source document flows, design for effective data storage and retrieval, auditing controls and computer systems with a focus on information that executives could use to support decision making. MS Access will be used to provide illustration and practice in database concepts. **Software required:** MS Access. **Textbook required.**

Management Information Systems for Logistics (CSCN 14)

(45 hours)

This course explores the fundamental concepts of an information system and the application towards the logistical industry. Topics include data resource management, trends in telecommunications and electronic business systems used by the logistics industry. **Prerequisite:** 2 or 3 yr college diploma in business, engineering, hospitality, IT, transportation or significant work experience. **Textbook required.**

Management Labour Concerns in Occupational Health and Safety (CSAL 125)

(30 hours)

This course examines emerging trends and current management issues, concepts and practices pertaining to the field of Occupational Health and Safety. Discussion will focus on several functional characteristics within organizations that pose unique challenges for the practitioner attempting to effectively manage resources, both material and human. **No textbook required.**

Management of Organizational, Strategic and Marketing Plans (CSAL 113)

(60 hours)

This course provides senior students with the opportunity to integrate and apply their marketing and other business knowledge and skills assimilated during their programs. To this end, students working in teams analyze and evaluate an existing organizational situation. The students recommend and justify a strategic direction for the organization, then develop a detailed marketing plan to support the direction chosen. Students write reports and prepare group presentations to faculty and industry experts (where possible). **Note: This course has mandatory group work. Textbook required.**

Management Principles (CSAL 15)

(45 hours)

This course focuses on the development of modern management, organizational theory, the processes of planning, organizing, directing and controlling, communications, behavioural strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations. **Textbook required.**

Management/Leadership Skills (CSDU 1)

(40 hours)

This course is designed to provide participants with an understanding of management and leadership styles and an opportunity to develop a personal leadership style. In today's changing economic and political climate, the role of a manager/supervisor is extremely demanding and complex. In addition to managing the many practical aspects of a business operation, he/she must provide leadership by motivating, empowering, and supporting staff. Problem solving and team building skills are essential. **Note: This course has mandatory group work. Textbook required.**

Managerial Cost Accounting II (CSDU 187)

(36 hours)

Managerial Accounting is a continuation of cost accounting concepts. In the initial courses, students learned how to accumulate product costs and how to plan for and control the routine operations of an organization. In this course, the emphasis is on using management accounting techniques to aid management in the planning, directing, and controlling of an enterprise. **Prerequisite:** Managerial Cost Accounting I. **Textbook required.**

Managing a Diverse Learning Environment (CSAL 166)

(36 hours)

In this course, students explore two key aspects of managing a diverse adult learning environment. In the first section of the course, students discover cross-cultural differences in adult learning styles, preferences and educational expectations and compare those to learning in a Canadian learning environment. In the second section of the course, students develop the capacity and competencies to recognize how diversity impacts the learning experience and develop the tools and confidence to manage and plan for complexities that surface in such a learning environment. **No textbook required.**

Managing Diversity in the Classroom (CSSE 49)

(10 hours)

This module introduces the adult educator to the process of facilitating learning in a diverse learning community. In this module you will examine the impact of diversity on the teaching/learning process and on learning experiences. You will explore innovative approaches to teaching in a diverse classroom. Participants will experience and practice behaviours which facilitate and support teaching and learning in a multi-faceted learning environment. **Prerequisite:** Basic Concepts and Practices in Adult Education. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

Managing the Retail Workplace (CSCG 60)

(45 hours)

This course will focus on management practices and leadership skills in retail organizations. This is an opportunity to discuss current trends and issues through guest speakers, case studies and readings. This course will also address the growing pressure on retailers to respond to environmental issues through their product offering and day-to-day retail operation. This course includes key concepts to help prepare students for Retail Council of Canada certification. **Textbook required.**

Managing the Small Business (CSMO 179) NEW

(42 hours)

This course introduces the student to best practices associated with managing the small firm. Students are exposed to universal and timeless theories/methods that cut across all major aspects of dealing with people, data and systems. Content and process skills will be conveyed including decision making, presenting arguments, building teams, introducing change, and providing leadership.

Manufacturing Processes (CSCG 3)

(45 hours)

This course covers the processes used in manufacturing industries involving foundry methods, sheet metal forming, protective coating and surface finishes, forging, machining and welding methods, rubber products processing, and wood, leather and plastic processing. **Textbook required.**

Marketing 1 (CSSL 43)

(45 hours)

Marketing 1 is the first course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: marketing process and marketing environments; marketing planning and information collection processes; buyer behaviour and targeting strategies; and marketing mix (two components of the mix are discussed: product and price).

Note: This course has mandatory group work. Textbook required.

Marketing 2 (CSSL 44)

(45 hours)

Marketing 2 is the second course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: price strategy and management; distribution management; marketing communications; and emerging directions in marketing. The first three segments of Marketing 2 provides coverage of the remaining components of the marketing mix that was introduced in Marketing 1.

Prerequisite: Marketing I. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Marketing Basics II - B to C (CSSE 64)

(42 hours)

This subject continues from an introductory marketing subject and emphasizes how to use marketing theory and concepts to create effective marketing strategies. In addition, consumer behaviour, marketing strategy planning, physical distribution, research and the financial implications of marketing decisions are explored. The focus of this subject is on learning how to identify marketing problems and applying marketing theory to improve the performance of the organization. Students will write a marketing plan for a b to c environment.

Prerequisite: Marketing I. **Textbook required.**

Marketing Channels (CSDU 184)

(42 hours)

This course will focus on the effective design and management of marketing channels: the management of relationships within and among organizations that are linked together in a distribution system. The various participants in a channel of distribution and approaches to optimize the relationship with various different channel members will be explored. It is now common for firms to go to market via multiple channels, which presents challenges in managing multiple channel partners. We will look at how these firms achieve cooperation and coordination as well as manage conflict and low performance. The role and objectives of supply chain management and its effect on distribution, supply, and customer value and satisfaction will also be investigated. **Textbook required.**

Marketing Law & Ethics (CSDU 170)

(42 hours)

This course will expose the student to the importance of business law and the corresponding ethical issues which impact the field of marketing. With an increased regulatory environment and increasing demand from consumers regarding ethical behaviour from businesses, this course will emphasize the need to be aware of which areas of marketing they need to pay particular attention to, particularly the legal issues involved. Class time will be devoted to guided discussion of the ethical issues involved in marketing using Canadian examples.

Rationale: In today's business environment, the adherence to laws governing marketing and advertising, together with the introduction of self-regulatory initiatives, are of paramount importance as consumers, government, special interest groups and the media are demanding of more ethical business practices. Moreover, consumer trust in an organization, its products and services is directly impacted by the ways in which an organization interacts with the marketplace and the observance of laws and best practices which oversee marketing conduct. Thus the need to examine these issues in greater detail. **Note: This course has mandatory group work. Textbook required.**

Marketing on the World Wide Web (CSSH 1)

(42 hours)

Explore marketing principles in the context of the Web, including how segmentation, target marketing and positioning are executed. Explore the unique dimensions of product, pricing, place and promotion on the Web. Develop a Web marketing plan and learn how to direct the development of a business website. This course relies heavily on student collaboration, research and participation in presentations and discussions of current Web practice. **Prerequisite:** Introductory Marketing, Computer, and Communications courses. **Textbook required.**

Marketing Research (CSHU 52)

(45 hours)

The Marketing Research course provides a framework of fundamental research methods including traditional quantitative tools and qualitative applications. In this course students will understand the interrelationship among the parts of the research process to gain the appropriate degree of confidence in a particular research result. Current research practices and processes including trends in technology assisted research are assessed in their ability to address the challenges facing Canadian market researchers. Marketers must understand their client's needs and the role of marketing research as a valuable tool in the marketing process. This course emphasizes the challenge to be competitive in today's rapidly changing global marketplace in order to be, cost-effective, accurate and timely in making marketing decisions. Real world applications will be addressed to provide learners with the opportunity to apply the research process. **Prerequisites:** Mathematics of Finance. **Textbook required.**

Marketing, Sales, Customer Relationship Management in Industrial Distribution (CSMO 165)

(30 hours)

Discuss the importance of Customer Relationship Management, marketing strategies and promotions, and the outside and inside selling processes required for success in Industrial Distribution. **No textbook required.**

Master Planning for Operations/Production (CSDU 209) NEW

(42 hours)

Canadian firms have realized that they must become more competitive in world markets, not only to compete better but also just to survive. Master Planning is an essential tool for success. An effective plan will allow the firm to work within its capacity constraints, satisfy demand, and achieve efficiencies in operation. This course examines in detail the process of Master Planning. Master Planning encompasses the activities of Business Planning, Production Planning, Master Production Scheduling, and Final Assembly Scheduling. **Prerequisites:** Excel Specialist and Operations Management II. **No textbook required.**

Material and Operations Management (CSAL 87)

(45 hours)

The course examines topics in one of the three business core subject areas, mainly operations (the two others being finance and marketing). Students completing this course will have an in-depth knowledge of the responsibilities and current tools of operations managers in manufacturing and non-manufacturing organizations. Coverage includes inventory management, JIT, MRP, ERP, Intro to SAP, Quality Management, Process Improvement and Project Management. **Textbook required.**

Material Estimating and Methods (CSCG 28)

(39 hours)

This course is intended to guide a student through a proven method of cost estimating. This will aid the student in determining material quantities and unit cost for a complete project. This course will be of interest to those individuals wishing to learn about estimating in a commercial environment. Utilizing the excel spreadsheet from the previous course and embarking on the industry software 'Timberline', the student will be able to use the documents created in the workplace. Cost estimating will be the focus of this course. The build-up and calculations of unit costs for materials, labour and equipment by extension to your 'takeoff' job estimates will be the fundamental part of this course. **Prerequisite:** Introduction to Cost Estimating. The student will require a good understanding of Word and Excel. Knowledge of construction methods and details. **Software required:** Excel and Word. **Note: This course has mandatory group work. Textbook required.**

Medical Conditions for Medical Office Professionals (CSLA 4)

(36 hours)

This 36 hour course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented. This course is open to people currently employed in health related areas or to those who hope to do so in the future. **Textbook required.**

Medical Keyboarding (CSLA 10)

(42 hours)

This is NOT a learn to type course. This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter on-the-job, and will improve their keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included. This course is a prerequisite for the Beginning Medical Transcription course. Course software requires Windows Operating System to be installed. **Prerequisite:** Keyboarding for Computers or a minimum of 30 Net words per minute. Medical Terminology course can be taken concurrently. **Software required:** Text Editor program such as NotePad or Text Edit (MAC). Good keyboarding skills and 30 nwpm typing speed at the beginning of course. Instructor provides access to keyboarding software. **Textbook required.**

Medical Office Procedures (CSLA 9)

(45 hours)

Medical office procedures will cover administrative and clerical functions including patient reception, scheduling appointments appropriate to patient needs, telephone procedures, medical records management and charting of progress notes, verbal and non verbal communications with patients, computerization and the medical office, financial records, personal conduct, medical ethics and law. The Canada Health Act will be introduced as well as OHIP and the principles of OHIP medical billing. **Textbook required.**

Medical OHIP Billing (CSLO 126)

(42 hours)

This course is designed to provide the student with the basic principles of efficient Health Claim Billing in Ontario. The student will learn how to use the Schedule of Benefits and Preambles of the Ministry of Health, as well as be introduced to computerized billing. **Prerequisite:** MUST HAVE: Medical Terminology, good typing skills, and some computer knowledge. **Software required:** Windows 98 or greater. MACs are not compatible unless they run a Windows OS. The MAC user will be given an alternate theory assignment in lieu of the computerized billing portion of the course, however, the MAC user does not have opportunity to practice on the billing software. **Textbook required.**

Medical Terminology (CSLO 29)

(45 hours)

Develop the language required to communicate effectively in a medical setting. Medical terminology, word structure as well as diagnostic procedures and pharmacology related to twelve body systems will be studied. **Textbook required.**

Medical Terminology-Level 2 (Pronunciation) (CSLO 184)

(36 hours)

This course has been designed for medical office professionals to concentrate on the pronunciation and verbalization of medical terminology that was learned in the first level of Medical Terminology. Students will listen to audio files to learn the pronunciation of medical terms involving all body systems. Assessment of the student's ability to pronounce medical terms will be done through audio files recorded by the student and submitted for evaluation. **Prerequisites:** Medical Terminology (LO-HLTH8007) and excellent spoken English. **Software required:** Audio recording program. Computer microphone required to record assignments. Audio CD player (MP3 CD player) or a computer with: Windows 2000, XP SP2, Windows Vista, or Mac OS X, AND double-spin CD-ROM drive, sound card, speakers, media player software (ie: Windows Media Player). **Textbook required.**

Medical Transcription Fundamentals (CSLO 165)

(45 hours)

This course will enhance the learning achieved in previous and prerequisite courses for medical transcription that students need to enter the field with confidence. Students will experience a practical and effective approach, with follow-up questions in each chapter to promote class discussion and exercises designed to reinforce concepts and procedures. Students will have a conceptual and practical understanding of general medical terms and various medical specialties in a way that is easy to remember. Detailed transcription tips throughout the course will offer useful information and hints, and there is a CD-ROM that includes 10 hours of actual dictation, sample reports, and other data needed to prepare the documents discussed in the text. **Prerequisite:** Medical Keyboarding (Basic Keyboarding for Medical Office Personnel) Medical Terminology, and Writing Grammatically. Medical Transcription Styles and Practices may be taken concurrently with the Medical Transcription Fundamentals course. Word processing skills and computer knowledge. **Software required:** 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40 MB free; Windows 95, 98, Me, XP, 2000 (or a more recent version); CD-ROM drive; SoundBlaster compatible sound card and speakers, microphone; 800 x 400 monitor capable of displaying 256 colour; Express Scribe (is a free download). **Textbook required.**

Medical Transcription Styles & Practices (CSLO 98)

(45 hours)

Learn concepts and standards of style and format of medical reports and basic grammar rules in medical documentation. Prepare for medical transcription by applying industry standards, as set by the American Association for Medical Transcription and presented in the AAMT Book of Style. The course introduces information not encountered outside of healthcare documentation. The CD ROM that accompanies the Workbook includes "clips" of dictation that briefly introduce the student to dictation, and allow for practice in applying the standards. **Prerequisite:** Medical Keyboarding, Basic Keyboarding for Medical Office Personnel, Medical Terminology, Writing Grammatically, strong word processing skills, and computer knowledge. **Software required:** 233 MHz Pentium II or higher processor; 32 MB RAM (64 MB required for Windows 2000); Hard disk with 40 MB free; Windows 95, 98, Me, XP, 2000 (or a more recent version); CD-ROM drive; SoundBlaster compatible sound card and speakers; 800 x 400 monitor capable of displaying 256 colour. **Textbook required.**

Medical-Surgical Nursing Review (CSLO 60)

(42 hours)

This course has been designed to provide the RN/RPN with up to date knowledge related to a variety of common medical and surgical health problems. The focus will be on the nursing process-clinical manifestations, data collection and interpretation, planning, diagnostic tests,

medical management, nursing interventions. The review of theory is organized according to systems. **Prerequisite:** Current RN or RPN registration. **Textbook required.**

Mental Health Aspects of Aging (CSMO 85)

(30 hours)

You will investigate many issues related to the mental health of the aging individual. Psychology, sociology and relationships will be emphasized as they relate to aging. **Prerequisite:** Assessment and Planning, as well as Intro to Aging and Physiology of Aging. **Textbook required.**

Mental Health Practitioner Roles and Competencies (CSMO 152)

(45 hours)

Key practitioner roles in mental health are presented, including: community support, peer support, vocational rehabilitation and housing support. Students will examine how the Recovery and Psychosocial Rehab. approaches are integrated within mental health practitioner roles, as well as determine the specific competencies integral to each of the roles. **Prerequisite:** Psychosocial Rehabilitation Foundations, and Mental Health Services, Programs and Organizations, and Psychiatric Rehabilitation Process. Our expectation is that you have a current connection with the mental health field either as an employee, volunteer or through an affiliation with a peer initiative. **Note: This course has mandatory chats. No textbook required.**

Merchandising (CSCG 61)

(45 hours)

This course will focus on the process of merchandising and the principles applied to the planning, development, and presentation of product lines in the retail sector. Students will be exposed to seasonal merchandise plans, external factors which affect the merchandise planning process, developing and presenting a merchandising strategy, industry stock benchmarks as well as ensuring consistent performance and accountability between departments, categories and locations. This course includes key concepts to help prepare students for Retail Council of Canada certification. **Note: This course has mandatory group work. Textbook required.**

Meteorology (CSSL 48)

(45 hours)

This is an introductory course that seeks to logically and methodically develop the student's understanding of weather and weather-related phenomena. Students taking this course will develop a good working knowledge of all aspects of meteorology and will be much better informed as to the nature and causes of weather phenomena. **Textbook required.**

Methods of Fundraising (CSAL 164)

(45 hours)

This course presents the issues and processes involved in planning and organizing special events. Students examine the organization, advantages and disadvantages of special events as a fundraising technique including: tasks and responsibilities, working with committees, creative development of event concepts, scheduling and budgeting and strategies for maximizing profits from the event. Students examine corporate partnerships and grant seeing and entrepreneurial and third-party fundraising activities. Students develop fundraising plans according to the needs and capabilities of the organization they represent i.e. finances and human resources. The course also explores relationships with the corporate sector and the means to identify their interest in fundraising. **No textbook required.**

Metrology-Quality Assurance (CSCG 2)

(39 hours)

This course will examine the principles of dimensional metrology, applied precision measuring instruments relating to the geometric features, and complex measuring instruments. Topics will include optical, electronic and pneumatic instruments and co-ordinate measuring machines. The integration of the measuring instruments within the manufacturing cell is studied together with the required interface devices.

Prerequisite: Recommended: Mathematics Level IV or Mathematics Grade 12 (General or Advanced) or equivalent. **Textbook required.**

Microbiology and Infection Control for Sterile Processing (CSFA 47)

(36 hours)

Introduces the SPT to the sterile processing role and environment, microbiology, infection control, aseptic technique and workplace environmental hazards. **Software required:** MS Word, Adobe Reader and PowerPoint Reader. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Microeconomics (CSAL 6)

(45 hours)

This course introduces the student to the principles that are essential to an understanding of contemporary microeconomic issues. Emphasis is placed on the use of economic models to analyze economic developments accurately and objectively. Students will examine the role of

prices and competitive markets in the allocation of resources, firm behaviour and market structures; as well, they will evaluate the effects of government intervention in the economic marketplace. **Textbook required.**

Minerals (CSSL 13)

(45 hours)

The key to Geology is the identification and study of the properties of minerals. This introductory Mineralogy course will categorize minerals, note their special properties that allow them to be identified and examine gems and rare minerals. **No textbook required.**

Mobile Equipment Air Conditioning (CSCM 34)

(30 hours)

This course will introduce the students to mobile air conditioning systems construction and operation, refrigerant type and handling. They will also be introduced to ODP Regulation and mobile heating, and ventilation systems construction and operation. This course is design for Auto Service Technician and Heavy Duty Technician mechanics. **Textbook recommended.**

MS Office 2000 (CSLO 81)

(45 hours)

Students will develop the skills and knowledge to work with the applications contained in Microsoft Office 2000 Professional Edition, which contains Word, Excel, Access, PowerPoint and Outlook. **Prerequisite:** Students must be familiar with their PC and its Operating System (Windows /NT/XP/Vista and 7), be able to use the Internet and to send e-mail, including attachments. **No textbook required.**

MS Office 2003 (CSLO 116)

(45 hours)

Participants will learn the diverse applications available within the Microsoft Office Professional suite of programs. The Professional suite includes Word, Excel, PowerPoint and Access. Learn the basics of each package and how they interact. **Prerequisite:** Students must be familiar with their PC and its Operating System (Windows /NT/XP/Vista and 7), be able to use the Internet and to send e-mail, including attachments. **Software required:** MS Office 2003 Professional Edition or equivalent. **No textbook required.**

MS Office- XP (CSLO 78)

(45 hours)

Students will develop the skills and knowledge to work with the applications contained in Microsoft Office XP Professional Edition also known as Microsoft Office 2002, which contains Word, Excel, PowerPoint and Outlook and Access. **Prerequisite:** Students must be familiar with their PC and its Operating System (Windows /NT/XP/Vista and 7), be able to use the Internet and to send e-mail, including attachments. **Software required:** MS Office XP Professional Edition or equivalent. **No textbook required.**

MS-Office 2007 / 2010 (CSLO 52)

(45 hours)

This course will familiarize students with the applications contained in the Microsoft Office Pro Edition, which contains Word, Excel, PowerPoint, Access and Outlook. **Prerequisite:** Familiarity with a current Windows operating system. **Software required:** MS Office 2007 Professional or Ultimate Edition OR MS Office 2010 Professional or Professional Academic Version. The Home and Student Versions are inadequate for this course. **Textbook recommended.**

MS Visio (CSMO 118)

(18 hours)

Using Visio provides a practical introduction to Visio Terminology and its environment. Learn to work within Visio 2003 by creating meaningful Diagrams, Organization Charts and Layouts using predefined Shapes, Templates and Stencils. You will link shapes, add text, insert pictures and create new Templates for future use. Create Link and Embed Visio Diagrams into MS Office files. **Prerequisite:** Knowledge of the Windows environment. **Software required:** Visio (any version). **Textbook required.**

Multimedia (CSMO 111)

(36 hours)

Focus on materials in formats such as video, DVD, films, CD-ROMs, compact discs, records, cassettes, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage and circulation of these materials. Discuss issues such as copyright and public performance, equipment needs and maintenance, as well as other trends. **Prerequisite:** Descriptive and Access Cataloguing II. 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.**

Myths and Legends (CSSE 2)

(42 hours)

This subject is an introductory study of the universal and enduring presence of myths and legends. Students explore creation myths, hero/heroine myths, dominant archetypes, 'modern' myths, and other topics. This fabulous journey showcases how a distant past connects to our contemporary world. **Prerequisite:** College English or equivalent. **Textbook required.**