

Occupational Health & Safety (CSCN 17)

(45 hours)

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues--technical, legislative, political, and personal--are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs. **Textbook required.**

Oceanography (CSSL 19)

(45 hours)

This course studies the world's oceans. It is designed as an introductory course that leads the student through the "story" of oceanography. The course examines the tremendous variety of life found within the oceans, the structure and size of the oceans, the properties of the water found within the oceans, the economic resources of the seas, the currents and tides, the coastal environments, the history of the oceans and of the study of the seas. The course concludes by examining some of the issues dealing with our oceans including environmental, whaling, fishing, hurricanes and more. The final lesson deals with the "beauty of the seas" including looks at many of the world's most beautiful island paradises and travel destinations. **Prerequisite:** Introduction to Geology or equivalent background or interest. **Software required:** PowerPoint. **Textbook required.**

Office Technology and Procedures (CSDU 9)

(56 hours)

This course helps the student acquire practical and transferable office administration skills, attitudes, behaviours and knowledge, which can be valuable in obtaining and retaining careers in today's fast-changing office environment. Topics covered include Internet research and reporting and email messages; managing time and stress; telecommunications; office reception and customer service; planning meetings and travel arrangements; handling the office mail; and records management. **Note: This course has mandatory group work. Textbook required.**

Oncology Nursing 1-RN (CSLO 140)

(45 hours)

Clinical aspects of cancer and cancer care supportive therapies include pathophysiology, genetics, epidemiology, prevention, screening and detection, diagnosis and staging, fatigue, resources, nutrition, pain, psychosocial, sexual and quality-of-life issues. **Prerequisite:** Current RN registration. This course may be taken concurrently with Oncology Nursing Part 2. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

Oncology Nursing 2-RN (CSLO 107)

(45 hours)

Topics include nursing management of cancer of the brain and CNS, breast, colon, rectum, gastrointestinal, genitourinary, gynaecologic, head & neck, leukemia, lung, lymphoma, metastatic multiple myeloma, skin cancer, and paediatric cancers. **Prerequisite:** Current RN registration, Oncology Nursing RN Part 1 or equivalent, or student may take Oncology RN Part 1 concurrently with Oncology Nursing Part 2. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

Oncology Nursing 3 -RN (CSLO 142)

(45 hours)

This course includes oncologic complications, cancer treatment modalities of surgery, chemotherapy, radiation, biotherapy, bone marrow transplant, and cancer clinical trials. **Prerequisite:** Current RN registration and Oncology 1 & 2. Oncology Nursing Parts 2 & 3 may be taken concurrently. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

Oncology Nursing 4 -RN (CSLO 108)

(45 hours)

This course discusses cancer supportive therapies and symptom management in the care of the cancer patient. **Prerequisite:** Current RN registration, Oncology Nursing-RN Parts 1, 2 and 3. This course may be taken concurrently with Oncology Nursing Part 3. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

Oncology Nursing 5 - RN (CSLO 179)

(75 hours)

A comprehensive review that is designed to assist the student who is preparing to write the national certification exam in Oncology Nursing. **Prerequisite:** Current RN registration. This course may be taken concurrently with RN-Oncology 4. **Software required:** Microsoft Word or a txt format availability. **Textbook required.**

Operational Fundamentals of Industrial Distribution (CSMO 173)

(30 hours)

Logistics, Inventory Management and Sourcing and Purchasing are three fundamental activities in the Industrial Distribution industry that will be discussed. You will also learn about Operations and Supply Chain Management, the Supply chain, Forecasting, Value-based management, and Inventory Management and Sales and Operations Planning. **No textbook required.**

Operational Overview (CSCL 23)

(45 hours)

This course examines the structure of the health care system and the concept of client-centred care. The roles of governments, funding and provision of health services is examined. Learn the legal responsibilities of you and your staff and how to meet the standards effectively and efficiently. Learn the basics of information systems management and the strategic use of information technology. **Prerequisite:** High Level of proficiency in written and oral communication (English). **No textbook required.**

Operations Management 2 (CSDU 74)

(56 hours)

This course is a must for those who are pursuing a career in Operations. Students will study management control functions, work measurement, cost control and quality control. In addition to control systems, physical facilities planning functions, processes, location and plant layout will be studied. **Prerequisite:** Operations Management I. **Textbook required.**

Operations Planning Process (CSLO 68)

(45 hours)

Planning is indispensable to achieving a desirable outcome in the conduct of military operations. Although planning is constrained by various factors including human experience, information and time, the aim of any plan is to direct attention towards the identification and selection of a logical and reasoned course of action from a variety of options. This course introduces students to an iterative logical framework process that guides, informs and shapes analysis of a given situation leading to the selection of a best course of action and ultimately to the development of an operational plan. **Software required:** Word or a Word processor capable of creating .rtf files and PowerPoint. **Note:** **This course has mandatory group work. No textbook required.**

Operator-in Training Certification Preparation (CSSA 43)

(64 hours)

This course is intended to provide the students with basics as related to the operation of water and wastewater systems. The basics as related to topics including: conversions, math, chemistry, hydraulics, electricity will be discussed first. It will be followed by topics on support systems mainly pertaining to pumps and motors and processes in water distribution and water treatment and wastewater collection and wastewater treatment. At the end of the course students will be fully prepared to write the entry level certification examination.

Organizational Business Communications (CSFA 36)

(45 hours)

Provides an overview of important communication concepts and skills required in business. Topics covered include: writing clear reports and documentation, making effective presentations, and fostering interpersonal skills. **Software required:** Word 2000 or higher. **Note: This course has mandatory chats. Textbook required.**

Organizational Studies (CSDU 90)

(42 hours)

Organizational Studies takes a three-fold approach to organizational behaviour; how the individual employees, how their manager/leaders, and how organizations themselves can grow to be more productive. Productive here means, to individual employees, accepting of change and commitment. To managers/leaders, it means motivating and creating trust, and to organizations it means equity and profitability tempered by social conscience. When employees, managers/leaders, and organizations work toward a commonality of purpose, their productivity can be assured. This course will help students understand the nature of individual behaviours both in relation to co-workers and to managers/leaders. As well, students will learn why and how organizations act the way they do in the face of changing economic and societal pressures. **Prerequisite:** Business Communications II or equivalent. **Note: This course has mandatory group work. Textbook required.**

Orientation to Palliative Care (CSDU 124)

(30 hours)

This course will provide an overview of Palliative Care and coping with death, dying and grief. The focus is to provide you with a review of the concepts of Palliative Care, the multidiscipline team, hospice, current approaches to care, roles, issues and expectation. Identify what resources are available and discuss home care vs. institutional care. **Textbook required.**