

Palliative Care Communications (CSDU 125)

(20 hours)

This course will focus on communication with the terminally ill patient. Topics include: effective communication techniques with the terminally ill and their families, basic processes and steps of effective communication, how to recognize influencing factors of personal and cultural attitudes in communication, discuss and identify basic verbal and non-verbal communication and discuss and apply basic techniques of communication used to establish a trusting relationship. **No textbook required.**

Parent and Staff Training (CSSE 56)

(30 hours)

This course introduces the student to techniques for training others specifically to implement behaviour change plans (technology transfer). Students will learn and practice techniques for individual and group presentation formats for the training of families or professionals. Students will also learn how to maintain procedural integrity, use performance feedback, evaluate the effects of training, and understand the challenges that may impact before, during and after mediator training. Emphasis will be placed on in-class presentations and role-play practice. **Prerequisites:** Transition Planning and Implementation. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Pathophysiology I for RPN (CSDU 114)

(42 hours)

This course will provide an introduction to the fundamentals of pathophysiology and related disease processes. The underlying concepts of homeostasis, cellular changes, inflammation, infection, healing and abnormal immune responses will be examined. The basic concepts of fluid - electrolyte and acid - base balance will be analyzed and how imbalances can promote disorder in the body. Common diagnostic testing will be examined and how they are utilized in the process of diagnosing disease and prognostic outcomes. Specific diseases and disorders will be discussed to apply the concepts learned and how they affect the structure and functioning of the human body. **Prerequisite:** Anatomy & Physiology II. **Textbook: required.**

Pathophysiology II for RPN (CSDU 130)

(42 hours)

This course will study advanced concepts of pathophysiology and related disease processes. Using a body system approach and building of the concepts discussed in Pathology I, the student will continue to explore the pathology of variety of disorders. With each unit diagnostic testing common to the system will be examined and their role in diagnosis and prognostic outcomes. Specific diseases and disorders will be discussed to apply learned concepts and how they affect the structure and function of the human body. Basic treatment modalities will be reviewed as a foundation of learning to be expanded upon in the practicum experience. **Prerequisite:** Pathophysiology I.

Textbook required.

Payroll Administration (CSDU 59)

(42 hours)

Students will examine the following topics: maintaining payroll records, salaried; hourly; commission and contract workers; taxable benefits, statutory and other deductions; preparation of payroll journal entries; preparation of Record of Employment; preparation of T4's and T4 Summary; Workers' Compensation; Employment Standards; and Computerized Payroll. **Prerequisite:** Accounting I. **No textbook required.**

Payroll Compliance Legislation (CSDU 136)

(42 hours)

This is the first course towards the new Canadian Payroll Association's (CPA) Payroll Compliance Practitioner Certification program. Students will learn the payroll-related legislation affecting organizations, as well as the tools to find information and apply that information to different scenarios in relation to individual pay. **Note:** You must be a member of the Canadian Payroll Association to enroll in the CPA courses (currently \$173.25 yearly membership). For membership information and to become a member of the CPA, please complete and submit with payment, a Membership Application Form (download - PDF format) found www.payroll.ca. Tuition includes \$210.00 (\$200.00 + \$10.00 GST) for online course materials and exam writing privileges which will be provided once your membership has been confirmed by CPA. **No textbook required.**

Payroll Fundamentals 1 (CSDU 137)

(42 hours)

Students will learn to apply payroll legislation and calculate individual pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations. Students will gain the skills to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition students will be able to accurately complete Records of Employment. **Note:** You must be a member of the Canadian Payroll Association to enroll in the CPA courses (currently \$173.25 yearly membership). For membership information and to become a member of the CPA, please complete and submit with payment, a Membership Application Form (download - PDF format) found www.payroll.ca. Tuition includes \$210.00 (\$200.00 + \$10.00 GST) for online

course materials and exam writing privileges which will be provided once your membership has been confirmed by CPA. **Prerequisite:** Payroll Compliance Legislation. **No textbook required.**

Payroll Fundamentals 2 (CSDU 149)

(42 hours)

Students will learn to calculate and report the government and third party remittances, year end requirements and accounting for payroll at the compliance level for the organization. Students will be able to effectively communicate these organizational processes and requirements to internal and external stakeholders. **Note:** You must be a member of the Canadian Payroll Association to enroll in the CPA courses (currently \$173.25 yearly membership). For membership information and to become a member of the CPA, please complete and submit with payment, a Membership Application Form (download - PDF format) found www.payroll.ca. Tuition includes \$210.00 (\$200.00 + \$10.00 GST) for online course materials and exam writing privileges which will be provided once your membership has been confirmed by CPA.

Prerequisite: Payroll Fundamentals 1. **No textbook required.**

Payroll Management Practices (CSDU 185)

(42 hours)

This final course towards the Certified Payroll Management Program will teach you how to make decisions, supervise and manage staff and contribute a payroll perspective to organizational policy and strategy discussions. Topics include: payroll best practices, benchmarking measurements for an organization, payroll's role within an organization structure, identify and apply project management processes and communicating and presenting payroll strategic changes, business cases and recommendations. **Note:** You must be a member of the Canadian Payroll Association to enroll in the CPA courses (currently \$173.25 yearly membership). For membership information and to become a member of the CPA, please complete and submit with payment, a Membership Application Form (download - PDF format) found www.payroll.ca. Tuition includes \$210.00 (\$200.00 + \$10.00 GST) for online course materials and exam writing privileges which will be provided once your membership has been confirmed by CPA. **Prerequisite:** Payroll Management Processes. **No textbook required.**

Payroll Management Processes (CSDU 171)

(42 hours)

You will learn to make decisions, supervise and manage the payroll environment and contribute a payroll perspective to organizational policy and strategy discussions. Topics include project management process, disaster recovery planning and implementation, the CPA way of legislative monitoring, risk analysis, measurement and management, payroll and HRIS systems planning and implementation and expatriate/inpatriate payroll implications. **Note:** You must be a member of the Canadian Payroll Association to enroll in the CPA courses (currently \$173.25 yearly membership). For membership information and to become a member of the CPA, please complete and submit with payment, a Membership Application Form (download - PDF format) found www.payroll.ca. Tuition includes \$210.00 (\$200.00 + \$10.00 GST) for online course materials and exam writing privileges which will be provided once your membership has been confirmed by CPA.

Prerequisite: Payroll Fundamentals 2. **No textbook required.**

Penology (CSAL 49)

(30 hours)

This course provides an historical overview of corrections leading up to the present penal system with focus on the prevailing ideologies and practices of the day. We will also examine the effectiveness of various correctional strategies such as probation, parole, electronic monitoring, and boot camps. Federal correctional facilities are visited within the context of this course. **Textbook required.**

People with Developmental Disabilities (CSSF 2)

(45 hours)

This course is designed to provide the learner with specialized knowledge and skills relating to service work with people who have specific developmental, physical and health disabilities, as well as mental health disorders. The learner will become familiar with a range of exceptionalities, including intellectual, physical, behavioural, communicational and multiple-handicaps. definitions, terminology, etiology, classifications, health and developmental consequences will be investigated. Knowledge and skills gained in this course will prepare the learner for development of an in-depth understanding of the client group related to the role and responsibilities of the Developmental Service Worker. **Software required:** High Speed is recommended, dialup is not recommended. **Textbook required.**

PERL Introduction (CSDU 39)

(42 hours)

This course introduces the student the basics of PERL, a powerful object-oriented scripting language used extensively with UNIX, Linux, Win32 and the Internet as it is open source software. It is a high-level 'interpreted' programming language. The students should be able to design and develop the programs which are highly portable to any platform. The course introduces students to the basic programming structures namely sequence, selection, iteration, text processing with regular expressions, arrays, subroutines, packages and modules and objects. **Prerequisite:** Knowledge of HTML and Cascade Styling Sheets. **Software required:** Active PERL for windows - 5.8.820 or later Text Editor such as EditPad, EditPlus or PSPad. **Textbook required.**

Personal and Interpersonal Dynamics (CSMO 50)

(42 hours)

You will discuss your personal dynamics and how to analyze, state the factors involved and describe approaches and techniques for developing a positive lifestyle. "Analyses and Solutions" teaches you to organize information, analyze tasks and situations at various levels, select and implement solutions. "Behaviour Management" deals with various viewpoints about behaviour, philosophy and major approaches, specific techniques and how to apply these to behaviour management in educational settings. **Prerequisite:** Safety in an Educational Setting. **Note: This course has mandatory chats. Textbook required.**

Personal Computer Support for Library Technicians (CSMO 91)

(39 hours)

Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. Access to a working Pentium II or higher (and should NOT be a laptop) that can be disassembled is recommended. **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. **Software required:** Computer should be a Pentium II or higher, and should NOT be a laptop. **No textbook required.**

Personal Selling (formerly Selling for Success) (CSCL 39)

(48 hours)

This course is designed to provide students with the an introduction to the sales process and is intended to help students to develop their selling, communication, and negotiation skills in order to be successful in a sales career. Topics presented include: the steps in the selling process, ethical issues in selling, the importance of the sales function, and integrating technology in the sales process. Students also learn how to develop negotiation skills, establish successful customer relationships, develop winning communication skills in a variety of presentation situations. This course is highly interactive and each student will be expected to fully participate online. Each student will be required to prepare and deliver a sales presentation as a part of this course. **Prerequisite:** Marketing 1. **Textbook required.**

Personal Success-OMDP (CSCN 7)

(30 hours)

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time management and stress management. **Software required:** Current Web Browser that supports Flash and Real Player plugins, Adobe Reader and Microsoft Word and Sound Card. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Personality Psychology (CSNC 12)

(45 hours)

Personality psychology is a branch of psychology that defines what personality is and how it influences our behaviour and actions. This course will seek to understand how personality is developed. Through an examination of current research and theories, the course will explore patterns of thoughts, feelings, and behaviour that make a person unique. Personality assessment and intelligence testing will be explored. **Textbook required.**

Personnel Research Techniques and HRIS (CSSE 4)

(42 hours)

A basic study of analytical techniques and research and design methodology relating to human resource information systems. **Prerequisite:** Diploma/Degree or equivalent work experience; Introduction to Human Resource Management (or equivalent). **Note: This course has mandatory group work. Textbook required.**

Pharmacology for Dental Hygienists (CSCM 18)

(30 hours)

This course will provide the learner with an introduction to pharmacology that will enable the learner to gain an understanding of drug classification, administration, the action of drugs in the body and adverse reactions these drugs can cause. The role of the dental hygienist in communicating effectively with the client and other health professionals regarding medication the client may be taking or may need to have prescribed for dental treatment will be emphasized. **Prerequisite:** Courses in Anatomy and Physiology and Microbiology/Dental Embryology and Histology. **Textbook required.**

Pharmacology for Medical Office Professionals (CSLA 5)

(36 hours)

This course will assist in developing an understanding of how drugs work, drug classifications, methods of administration and the major drug

groups affecting the various body systems. This course is open to people currently employed or aspiring to employment in health related areas. **Textbook required.**

Pharmacology of Addictions (CSFA 62) NEW

(45 hours)

This course focuses on drug families, general features and the dynamics of psycho active drugs. Students will discuss commonly identified substances within each of the families as well as the legal and illicit psychoactive drugs that have appeared in recent years. **Note: This course has mandatory chats.**

Pharmacology Theory Review for Nurses (CSLO 70)

(36 hours)

Review and update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process. **Prerequisite:** Current RN or RPN registration. **Note:** RPNs must have a Medication Admin Certificate or have taken the material in their basic training. **Textbook required.**

Philosophy of Art (CSMO 28)

(30 hours)

This course will introduce the student to mimetic theories in philosophy of art. The course is designed as an introduction to the concepts of art, aesthetics, nature and experience as the subject of artworks, and the place of art in life and society. **Textbook required.**

Photoshop - Level 1 (CSDU 104)

(42 hours)

This course will develop the student's design and image creation skills using Adobe Photoshop. Students will be introduced to the tools and commands of this extremely popular digital imaging/web image program. These will include the input of photographic images, selection of specific picture areas for adjustment, use of special tools to control such functions as colorizing, blurring, distorting, adding text, combining images, and the basic process of preparing the file for outputting to hardcopy. The visual elements used in the design of web material must have both appeal and functionality. Knowledge of how to create images for the appropriate media and the technical/design aspects of a project are indispensable skills required of today's Web Developer. **Software required:** Students are to purchase the full version of the software either CS2, CS3 or CS4. Photoshop Elements is not a full version of the software and will not be accepted for use during the course. **Textbook required.**

Photoshop - Level 2 (CSDU 34)

(42 hours)

Further introduction to some of the more advanced concepts of Photoshop. Topics include: preparing images for print, quick mask, blending images together, preparing images for web use, colour mapping and using alpha channels. The student will explore advanced digital imaging processes for the web through the use of the tools available in Adobe's Photoshop software. The student will continue to advance sensibilities towards design parameters and style, creatively develop and assess various design solutions, and execute the projects in a professional manner, to produce appealing results. The course will engage in web design issues such as GIF animation, navigation, slicing, rollovers, optimizing and previewing web page, while exploring the available software tools at a more in depth level. Projects will continue to be developed with consideration to output and media. **Prerequisite:** PhotoShop Level 1. **Software required:** Students are to purchase the full version of the software either CS2, CS3 or CS4. Photoshop Elements is not a full version of the software and will not be accepted for use during the course. **Textbook required.**

Physical Hazards (CSCM 30)

(60 hours)

This course will deal with the study of physical hazards in the workplace. Included will be noise, radiation, temperature extremes, ergonomics, illumination and ventilation. The injuries and diseases experienced by employees who have been exposed to physical hazards will be the focus of this course. **Prerequisite:** Recommended that students have completed a course in the Concepts of Occupational Health and Safety and Introductory Science. **No textbook required.**

Physiology of Aging (CSMO 84)

(30 hours)

This 30-hour online course studies the physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. **Prerequisite:** An Introduction to the Study of Aging; 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.**

Planning and Operations-CMM (CSAL 107)

(45 hours)

The goal of this course is to raise the meeting planner's responsibilities to a professional, managerial level. Emphasis is on operational analysis and control, with an in-depth look at the specific topics of site inspection and selection, negotiation for services and products such as food and beverage, transportation, shipping, accommodation, security, and insurance, preparation of contracts and legal liabilities, budgeting, on-site management, and evaluation, ethics and the meeting planner's professional code of behaviour will be emphasized. **Textbook required.**

Planning for Literacy Learning (CSCG 31)

(48 hours)

This course will examine general instructional strategies for the literacy classroom or one-to-one tutoring settings. You will learn the elements of planning and applying these to the development of long-range learning plans, individual lessons, and theme units. Students will also explore ways to locate, adapt and develop materials and resources for use in literacy learning. In the final component of this course, students will examine group dynamics and strategies for working with multi-level groups. **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.**

Planning Programs for Employment Outcomes (CSSA 24)

(48 hours)

This module is designed to help you plan programs and services to meet the unique needs of adult literacy learners who have employment-related goals. **Prerequisite:** The Adult Literacy Learner. **Software** required: Adobe Acrobat Reader and Flash (free downloads). **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Plumbing Inspection (CSSE 29)

(42 hours)

This subject prepares students to inspect, in a residential dwelling, the interior water supply and distribution systems (including fixtures and faucets), as well as water heating equipment and drain/vent/waste systems and their related fixtures. **Textbook required.**

Poetry Writing (CSNC 44) NEW

(45 hours)

Poetry writing provides skills necessary for the creation, development, and marketing of publishable poems. **No textbook required.**

Police Powers 1 (CSDU 11)

(42 hours)

This course will examine pertinent sections of the Canadian Charter of Rights & Freedoms and their impact on the Canadian Criminal Procedure. Citizen and police arrest and release authorities, police powers and search and seizure with and without warrant, police discretion and implications will be discussed. **Prerequisite:** Criminal and Civil Law. **Textbook required.**

Police Powers 2 (CSDU 67)

(42 hours)

This course is a continuance of Police Powers I and will focus on police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Use of force theory, law and other legal issues related to the use of force will be discussed. Theory related to officer safety will be examined. **Prerequisite:** Police Powers I. **Textbook required.**

Political Geography (CSHU 36)

(42 hours)

For the past 150 years the nation-state has been the basic unit of international relations. Starting with the geo-political situation of Canada we examine the different elements that determine the power, influence and stability of nations - size, population, political system, resources, boundaries and ethnic composition. Though a consideration of international political hotspots, we further explore the reasons for the wealth and poverty of nations, including economic systems, trade, debt and exploitation - domestic and foreign. We examine the roles of global actors including the United Nations and NGOs. We pinpoint the causes of international conflict and explore the opportunities for resolution. **Textbook required.**

Political Science/Public Administration (LASA) (CSMO 31)

(42 hours)

Specifically designed for the Public Safety and Security programs (Police Foundations). This course provides an overview of the democratic system of governing in Canada and on the organizational theories as they pertain to public administration, from a law enforcement perspective. **Textbook required.**

PowerPoint (CSLO 7)

(30 hours)

Learn to use MS PowerPoint for Windows using its pull-down menus, toolbars and dialogue boxes. PowerPoint as a presentation program allows you to create colourful graphics and text slides along with reports for your projects. **Prerequisite:** Familiarity with Windows 95 or higher. **Software required:** Microsoft PowerPoint 2002 or higher, MS Word and Excel. **Textbook required.**

Practical Applications in Assertive Community Treatment (CSSL 41) NEW

(45 hours)

This will be an excellent course for those already working in the ACT field or in the field of mental health. Comprehensive assessments, treatment planning, fidelity, implementation, and evaluation are discussed in detail. **No textbook required.**

Practical Project-CMM (CSAL 112)

(36 hours)

This course is a case-study course that will provide students with the opportunity to demonstrate and apply all the theoretical concepts learned in the previous core courses. Working in teams, students will undertake the basic management functions of planning, organizing, controlling, and evaluation as they relate to the event. **Prerequisite:** Planning and Operations CMM. **Note: This course has mandatory chats and mandatory group work. Textbook required.**

Preparatory Biology (CSMO 8)

(56 hours)

This online course is intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the Health Sciences. This course is no longer acceptable as a Science required to enter Nursing at the B.Sc N. level. **Software required:** Students are expected to be somewhat computer skilled. **Textbook required.**

Preparatory Chemistry (CSMO 18)

(57 hours)

This course provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. **NOTE:** This course requires a consistent and continuous commitment to meet course objectives and assignment deadlines. This is a very demanding course, but many students achieve high success if they have a disciplined approach to the course and to the discussion boards for individual feedback. **Textbook required.**

Preparatory Physics (CSMO 13)

(57 hours)

The purpose of this course is to prepare students with the necessary background in Physics to allow them to enter the first year of a College Technician or Technology Program. **Prerequisite:** Basic computer skills. **Software required:** Preferably high speed Internet. **NOTE:** This course requires a consistent and continuous commitment to meet course objectives and assignment deadlines. This is a very demanding course, but many students achieve high success if they have a disciplined approach to the course and to the discussion boards for individual feedback. **Textbook required.**

Presentations and Desktop Publishing (CSFA 19)

(40 hours)

The ability to create electronic presentations as well as various types of print materials such as business cards, letterhead, brochures, flyers and newsletters is necessary in business today. Participants will learn how to use both methods of communication to help market their small business. Participants will be able to use design techniques to create valuable communication vehicles such as an effective electronic presentation. **Prerequisite:** Participants should be comfortable using Microsoft Windows 98/2000/NT/XP. **Software required:** M/S Publisher and MS PowerPoint. **No textbook required.**

Principles and Theory of Assertive Community Treatment (CSSL 40) NEW

(45 hours)

This course explores the history and theory of ACT. Programs of ACT are examined throughout Canada, the United States and Europe. The unique multi-disciplinary role of team members is discussed and fidelity to the model is explored in depth. **Textbook required.**

Principles of Convention and Meeting Planning (CSAL 110)

(36 hours)

This course is designed to acquaint students with the fundamental principles and practices involved in meeting planning; it provides an overview of the key functional responsibilities, as well as some of the highlights and pitfalls that may be encountered. Major topics include: site selection, negotiation, program planning and design, and food and beverage arrangements. **Textbook required.**

Principles of Ethical Reasoning (CSSF 8)

(45 hours)

This course focuses on ethical issues faced by the individual as a person and more particularly as a professional with authority and responsibility for law enforcement. It will help the student clarify their values and establish a framework for ethical decision making. The course will focus the students' minds on the importance of moral philosophy as a component of the decision making process. **Software required:** High Speed is recommended, dialup is not recommended. **Textbook required.**

Principles of Quality Assurance (CSCG 6)

(36 hours)

This course will present, in detail, the principles of quality functions and how to select and implement those that are appropriate. Emphasis will be on the theory of self-control, motivation for quality and cost of quality, quality audit, vendor relations, customer relations, measurement control, control of non-conforming materials and corrective actions. The control of variables will be related to management, operator and the system dominant concepts. **Prerequisite:** Fundamentals of Quality Assurance recommended. **Textbook required.**

Principles of Sales (CSDU 75)

(56 hours)

This course will provide the student with an in-depth look at the field of sales. Rather than looking at professional selling as a career area, the focus is directed more at acquiring and demonstrating selling skills. This course deals with a Selling System, a system that deals with sales strategies. You must know where you stand in the sales process; know why buying decisions are made and who makes them within each account. You need to understand the business problems facing each account, and how your product or service can help solve them. Therefore this sales course has been developed to help you learn how to understand, develop and penetrate your accounts more effectively. It's a program that shows you how to devise profitable selling strategies and turn those strategies into action. **Prerequisite:** Knowledge/experience in Marketing field recommended. **NOTE:** Students must have access to a video camera or web cam to complete a Sales presentation. **Note: This course has mandatory group work. Textbook required.**

Print Media Introduction (CSDU 56)

(28 hours)

This course provides an introduction to the Print Journalism – in particular daily and weekly newspapers. The course will study the audience of specific populations; the inter-reliance of advertising and editorial (news) content; the staffing responsibilities; production; and distribution. The course will also provide experiential exercises in defining news; an introduction to writing a basic news story; news photography; and an over-simplified glimpse at the history of journalism in Canada. The course is designed for students who are beginning studies in the field of Journalism. **Note: This course has mandatory chats. Textbook required.**

Professional Conduct, Authorized Practice & Ethics (CSHU 43)

(36 hours)

Legal professionals about to start an independent practice or business must be aware of the current restrictions on the nature of their work, as well as possible changes to the methods and areas in which they may carry on business. This course is designed to explore ethics and authorized practice issues in both a broad and specific sense. The obligation of the legal professional to the client and the importance of client interviews, preparation and office management will also be discussed. **Textbook required.**

Professional Ethics of Addictions (CSFA 61) NEW

(10 hours)

This course will provide students with an introduction to ethical considerations involved in addiction work as it relates to the profession, their role, and agency affiliation. The course will discuss the legal implications associated with ethical standards and professional conduct. The resources of the Canadian Addiction Counsellors Certification Federation (CACCF) will be surveyed as part of this course.

Professional Pathways in Adult Literacy (CSSA 37)

(48 hours)

Developing a personal definition of literacy and understanding our philosophy toward adult literacy learners and the learning environment are critical to our success as adult literacy educators. In this course, students will explore both of these as they examine the skills, knowledge and abilities they have, and need, to be effective adult literacy educators. **Prerequisite recommended:** The Adult Literacy Learner. **Note: This course has mandatory group work. Textbook required.**

Programming for Absolute Beginners (CSCG 13)

(30 hours)

If you have never written a computer program and have wondered how to do it, here is an opportunity for you. Working at a fairly relaxed pace, you can learn how to store information in the computer, how to determine what the computer does next, and how to get information into and out of the computer. Other topics will be included as time permits. Upon successful completion of this course, you will have a general

understanding of what is involved in computer programming. Those wishing to pursue further programming courses will be well prepared for an intensively paced course. **Software required:** Access to a C compiler. **Textbook required.**

Programming in C (CSCG 46)

(45 hours)

C is a powerful, efficient, portable, and flexible programming language, making it one of today's most popular choices for writing computer programs. This course introduces structured programming and problem solving techniques using C. Upon successful completion of the course, students will have a firm foundation for other programming courses, including C++. The course covers many aspects of C, from variable, simple operations, and flow control to input/output, arrays, pointers, strings, and structures. You do not need to have prior computer programming experience to take this course, but please be aware that this is a fast-paced intensive course. **Prerequisite:** Familiar with your computer's operating system. **Software required:** Access to a C or C++ compiler is required. **Textbook required.**

Project Leadership for Logistics (CSCN 15)

(45 hours)

Students examine the roles of project management and how the concept of project management can be applied in the field of logistics. Topics include staffing, time management, project pricing and cost control. **Prerequisite:** 2 or 3 yr college diploma in business, engineering, hospitality, IT, transportation or significant work experience. **Textbook required.**

Project Management & Scheduling Software (CSAL 71)

(48 hours)

Project management software greatly increases the ability of the project manager to work more efficiently. The functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting are explored in detail. The student moves from an introductory to an advanced level of familiarity with the functions of MS Project, a typical project management software tool. **Prerequisite:** Intro to Project Management. **Software required:** MS Project 2007. **Textbook required.**

Provincial Offences (CSCN 5)

(48 hours)

Students will interpret and apply provincial statutes. Topics studied will include arrest, search and seizure authorities, common offences and the involvement of non-police agencies. Statutes examined will be: Provincial Offences Act, Liquor Licence Act, Trespass to Property Act, Residential Tenancy Act (2006), the Blind Persons' Rights Act, Mental Health Act, Coroners Act, Child and Family Services Act, and the Family Law Act. **Prerequisite:** OSSD or college's Mature Student Test. **Note: This course has mandatory chats and mandatory group work.** **Textbook required.**

Provincial Offences and Evidence (CSDU 154)

(42 hours)

Students in this course will be required to successfully demonstrate a complete comprehension of specific provincial statute laws through regular testing and practical application. Since students will be called upon to give evidence in court, they must be knowledgeable in the rules of evidence, and how to properly conduct themselves during court proceedings. Rationale: Today's law enforcement and security officers must have a thorough knowledge and understanding of various provincial statutes to enable them to enforce the laws properly. This course will provide students with a clear understanding of the statutes most frequently encountered during the performance of their duties either in the public or private sector. **Textbook required.**

Provincial Offences/Motor Vehicle Offences (CSDU 159)

(42 hours)

This course examines the procedures involved in acting as a Court and Tribunal Agent/Paralegal in provincial offences matters in Ontario. Emphasis will be on the Provincial Offences Act, its rules and statutory requirements. Court and Tribunal Agents/Paralegals represent individuals involved in offences under this statute. This course is designed to familiarize students with legal issues related to provincial offences matters and the procedures by which these may be resolved. Rationale: Court Agents/Paralegals may be required to appear before a judicial body representing individuals charged with a provincial offence. The Agent/Paralegal must have a thorough knowledge and understanding of the Provincial Offences Act, and various provincial statutes to enable him or her to properly represent a client. This course will provide students with a clear understanding of the Provincial Offences Act, and other statutes more frequently encountered by Court Agents/Paralegals. **Textbook required.**

Psychological and Social Implications (CSDU 134)

(30 hours)

This course is designed to enable students to develop the basic knowledge and skills required to understand psychological and social implications in oncology and palliative care patients and their families throughout the trajectory of the cancer experience. Explore the theories of death and dying in relation to various life stages and cultural implications. You will learn how to provide empathetic and sensitive care to

client, family and significant others. Topics to be explored include historical views on cancer, coping, factors affecting coping and helping relationship, sexuality and oncology, crisis management, psychosocial issues in Cancer/Palliative care and burnout and ethical issues. **Note: This course has mandatory chats. Textbook required.**

Psychology Introduction (CSDU 21)

(42 hours)

In order to understand ourselves and interact appropriately with others, we must first understand the basis for behaviour. The study of psychology provides you with an understanding of why people think and act as they do. It examines the scientific process of research, the human brain and the nervous system, sensation and perception, learning, memory and personality. **Textbook required.**

Publisher (CSDU 32)

(30 hours)

This course is an introduction to desktop publishing using Microsoft Publisher. The student will learn the purpose and uses of this desktop publishing software, including creating a publication, formatting text and how to work with are in publications. Intermediate skills such as enhancing a publication, working with multiple pages, and working on the web are examined. **Software required:** Publisher 2002, Publisher 2003 or Publisher 2007. **Textbook required.**

Purchasing I (CSDU 92)

(42 hours)

Purchasing I is an introduction to the procurement function. This activity is sometimes called 'industrial buying'. The student is introduced to the basics of the purchasing function including the purchasing cycle and the way the purchasing activity is integrated into the firm's organization. Various purchasing tools and techniques are described and practiced. The important topics of cost-price analysis and negotiation are studied. **Prerequisite:** Operations Management I. **Textbook required.**

Purchasing II (CSDU 189) NEW

(42 hours)

Purchasing II is a continuation of Purchasing I. The emphasis is on developing, maintaining, and enhancing supplier relationships to optimize the supply chain. Included is an exploration of negotiations in purchasing to achieve the optimum supply situations. Various purchasing tools and techniques are described and practiced. The important topics of quality, cost-price analysis, negotiation, transportation and Healthcare purchasing are studied. **Prerequisite:** Purchasing I. **No textbook required.**