

### **Racism & Discrimination (CSLO 103)**

(45 hours)

This course will target racism and discrimination that are observed in the Canadian multiculturalism context. Learners are able to identify types of discriminations and racisms based on our cultural values and find the connection between discrimination and the society. We will also analyze sociological factors such as the media that could cause biases and prejudice. The objective of this course is to enhance the sensitivity and intolerance of the mistreatment based on racial or ethnic background and to consider how to handle these issues as occupational professionals and individuals in this pluralistic society. **No textbook required.**

### **Reading Construction Blueprints (CSLO 161)**

(45 hours)

Students will learn to read Construction Blueprints: architectural, structural, mechanical, electrical. Students will be able to read mechanical and electrical symbols, as well as doors and windows schedules. Students will modify a sample of a construction estimate based on an actual blueprint. **Software Required:** Excel and Acrobat Reader. **Textbook required.**

### **Real Estate Practice and Procedure 1 (CSLO 110)**

(45 hours)

You are introduced to the wide range of duties and responsibilities of a Legal Assistant in the area of Real Estate from file opening, reading & preparing Agreements, document preparation, through to closing and reporting the transaction to the client. Intended to prepare student for REPP2 (client communications, title searches, mortgages, EREG system and more). **Prerequisite:** Legal Office Practice & Procedure and Legal Terminology. **Textbook required.**

### **Real Estate Practice and Procedure 2 (CSLO 137)**

(45 hours)

As a continuation of Real Estate 1 in the Legal Assistant program, you will review the processes and procedures generally used in a law office for real estate transactions including focus on Mortgages, Commercial vs. Residential properties, title issues, EREG system and more!

**Prerequisite:** Real Estate Practice & Procedures 1, Legal Terminology, and Legal Office Procedures. **Textbook required.**

### **Records and Information Management Fundamentals (CSMO 126)**

(39 hours)

This online course introduces the records lifecycle and establishes a solid bases in records management concepts and techniques. Records inventorying, retention and destruction scheduling, inactive and vital records management and the application of records management practices to electronic records are emphasized. **Prerequisite:** A pass standing in grade 12 English at the general level, or equivalent. **No textbook required.**

### **Recreation Inclusion (CSNC 56)**

(45 hours)

This course provides the student with an understanding of inclusion and its application to the design and delivery of recreation programs and services. Emphasis will be placed on understanding existing barriers and on facilitating barrier-free participation and inclusion in community recreation. **Textbook required.**

### **Recruitment and Selection (CSSE 18)**

(42 hours)

A basic study is undertaken of the principles, issues, trends, and legislative requirements affecting recruitment and selection. Human Resources professionals need an understanding of how recruitment and selection fits into the broader organizational structure, processes, and goals of an organization and how this function is related to the other functions of Human Resources management. Students will acquire the knowledge and skills needed to successfully identify human resource requirements and attract and retain an effective workforce for an organization. The changing legal environment and the impact of laws on recruitment and selection are an important component of this course. **Prerequisite:** Diploma/Degree or equivalent work experience and Introduction to Human Resource Management (or equivalent).

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

### **Reflective Practice (CSSE 48)**

(10 hours)

Description is TBA. **Prerequisite:** Basic Concepts and Practices in Adult Education. **Note: This course has mandatory chats and mandatory group work. No textbook required.**

### **Remote Sensing (CSMO 24)**

(42 hours)

This course is designed to teach principles and applications of remote sensing at the introductory level. This science, which looks at the Earth

from above, has made strides into commonplace use in recent times and the applications are useful to many professions including planners, environmental scientists, real estate, agriculture and many others. At the end of the course, the student should understand the basic principles of remote sensing, know how to use software to manipulate image data and perform preliminary interpretation of this data. **Prerequisite:** Introduction to Geographic Information Systems. **Software required:** Students need to purchase software Idrisi Andes Edition from Clark Labs in Massachusetts (<http://www.clarklabs.org/Home.asp>) A Student Starter version is available for \$US 95.00, plus shipping and handling. Students can purchase and download their copy online (<http://www.clarklabs.org/Order.asp?cat=2&p=idrisi>) This is a large file so the student must have access to a high band width connection. **No textbook required.**

### **Research Skills (CSDU 147)**

(28 hours)

This course has been designed to assist students in further developing their abilities to effectively evaluate information and problem solve. It is a research course from a consumer's point of view. Students will be provided with skills to detect misinformation and skills in applying good information. These skills will be developed by learning the essentials of social science research, how to locate and evaluate research, and finally, through practical experience, in applying the information gathered. **Software required:** Students must have access to a video camera to submit the oral/visual presentation. **Textbook required.**

### **Resident Centred Care (CSCL 26)**

(45 hours)

This course examines the structure of the health care system and the concept of resident centered care. Content will include operational management, leadership, medication administration, abuse prevention, infection control, residence safety and risk, home and residence care. Students are expected to utilize course concepts when analyzing issues. The current changes in health delivery, organizational structures, and implications for nurse practices are also addressed. **Prerequisite:** Operational Overview. **No textbook required.**

### **Responsible Practices for Green Meetings Management (CSAL 161)**

(36 hours)

This course outlines environmental considerations through all phases of the meeting planning cycle in order to minimize the negative impact on the environment. Through group discussions and guest speakers, students become familiar with the best environmental and corporate social responsibility practices available. Simulations and practice exercises provide cost effective practical steps to ensure a successful environmentally responsible meeting. **Prerequisite:** Planning and Operations. **Textbook required.**

### **Retail Management 1 (CSDU 123)**

(42 hours)

This course follows a managerial, practical approach to retailing, focusing directly on the issues faced by the owner, the manager, or the employee of a retail institution. It assumes prior knowledge of marketing, and it covers the conceptual and analytical foundations necessary to understand all aspects of retail management. The emphasis in this course will be on the application of retailing strategies and concepts to practical case problems. The students will be exposed to all of the essential ingredients such as: the complex nature of the Retail Industry, Retail Strategies, the competitive behaviour of Retail Institutions, the buying behaviour of consumers, store and merchandise design, and retail location management issues. **Prerequisite:** Marketing II. **Textbook required.**

### **Retirement Issues and Case Studies (CSMO 115)**

(45 hours)

Retirement planning covers the financial issues that affect retirement. This course also addresses issues that affect financial needs at retirement, such as inflation, taxation and interest rates. The course examines ways to withdraw savings at retirement. The case studies portion of the course will integrate other courses taken to prepare for the Certified financial Planning exam (CFP) which is set by the Financial Planning Standards Council of Canada. **Prerequisite:** Investment Planning, Financial Environment, and Life and Death Issues in Financial Planning. **Textbook required.**

### **RN-Coronary Care 1 (CSLO 190)**

(30 hours)

Review cardiac anatomy and physiology. Increase your cardiac assessment skills and improve your knowledge and nursing skills of coronary syndromes. All common arrhythmias are included. **Prerequisite:** Current RN registration. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **No textbook required.**

### **RN-Coronary Care 2 (CSLO 191)**

(30 hours)

Expand your knowledge of CAD, MI and their complications. A focus is directed to interpreting 12 lead ECGs and bundle branch blocks. Theory on pacemakers and common cardiac drugs is included. **Prerequisite:** Current RN registration and RN-Coronary Care. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

### **Romance Writing (CSMO 133)**

(45 hours)

This course explores the art and craft of writing for the growing romance fiction market. Through lectures, examples, and lots of research, students will develop their skills in the creating engrossing plots and settings, and engaging characters, as well as researching the growing and changing market for romance oriented fiction. **Textbook recommended.**

### **Roofing Inspection (CSSE 23)**

(42 hours)

The emphasis in this subject is on typical defects of the various types of roof coverings, drainage systems, flashings, skylights, chimneys, and other roof penetrations. Students apply their knowledge of roofing to inspections that focus on system performance, safety concerns, and compliance with existing codes and standards. **Textbook required.**

### **RPN Coronary Care (CSLO 175)**

(30 hours)

Review cardiac anatomy and physiology. Increase your cardiac assessment skills, and improve your knowledge and nursing skills of coronary syndromes. All common arrhythmias are included. **Prerequisite:** Current RPN registration. **No textbook required.**

### **RPN Oncology Nursing 1 (CSLO 171)**

(45 hours)

Includes a fundamental explanation of how cancer develops and spreads, and how to prevent it. Supportive care for the cancer patient includes lack of energy, care settings, feedings, suffering relief defences, emotional challenges and intimacy. **Prerequisite:** Current RPN registration. This course can be taken concurrently with RPN Oncology Nursing Part 2. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

### **RPN Oncology Nursing 2 (CSLO 172)**

(45 hours)

Clinical management of the most common cancers is discussed as well as the most common paediatric cancers and the specific issues and concerns related to the paediatric population. The nursing management is incorporated into each class. **Prerequisite:** Current RPN registration, RPN Oncology 1 or equivalent; Students may take this course concurrently with RPN Nursing Part 1. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

### **RPN Oncology Nursing 3 (CSLO 173)**

(45 hours)

The principles and roles of each cancer therapy is discussed including surgery, radiation therapy, chemotherapy, biotherapy, bone marrow and stem cell transplantation, and cancer clinical trials. Oncologic complications are explained from the perspectives of the practical nurse. **Prerequisite:** Current RPN registration and RPN Oncology Nursing 1 and 2. Students can take this course concurrently with RPN Oncology Nursing Part 2. **Software required:** Microsoft Word or any word processor that opens .txt or rtf (Rich) files. **Textbook required.**

### **RPN Oncology Nursing 4 (CSLO 180)**

(45 hours)

Cancer supportive therapies and symptom management include skin barriers, myelosuppression, oral risk factor, functional outcomes, patient teaching, care in dying, family home care, ethical decisions, distressful breathing, sleep distress, vomiting sensations, and hot feelings. **Prerequisite:** Current RPN registration, RPN Oncology Nursing 1, 2, & 3 or concurrent. **Software required:** Microsoft Word or a .txt format availability. **Textbook required.**

### **RPN Oncology Nursing 5 (CSLO 181)**

(75 hours)

A comprehensive review that is designed to assist the RPN to review all of oncology nursing. **Prerequisite:** Current RPN registration, RPN—Oncology Nursing 1, 2, 3, and 4. This course may be taken concurrently with RPN Oncology Nursing Part 4. **Software required:** Microsoft Word or a .txt format availability. **Textbook required.**