

Safe and Secure Environments (CSAL 24)

(30 hours)

This course provides the learner with an understanding of the legal parameters of correctional operations, the organizational framework of federal and provincial correctional services, and an overview of staffing models and responsibilities in secure environments. It is designed as an introductory module to establish a knowledge foundation for subsequent application of security skills. **No textbook required.**

Safety in an Educational Setting (CSMO 99)

(42 hours)

Preparing to work as an EA, should include an understanding of your own personal safety concerns as well as the related safety issues for the child with whom you will be working. The student will discuss legislation and be provided direction on WHMIS, safe physical care, safety related procedures, an understanding of coping with behavioural issues, physical restraint, medication, suicide and special conditions (e.g. allergies). This course must be completed prior to registering for a placement. **Textbook required.**

Sales and Marketing (CSCL 24)

(45 hours)

This course introduces the student to consumer-based services marketing and sales as applied to the Long Term Care and Retirement Communities industry. Students will define marketing and demonstrate an understanding of consumer behaviour, market segmentation, the marketing mix, application to the marketing plan, and the principles of selling. **No textbook required.**

Sanitation and Safety (CSLO 156)

(30 hours)

Focus on preventing food-borne illness within the health care institutional setting. Course addresses special regulations governing food service and strategies involved in proper food handling, control of contamination. Emphasis is also on food safety, quality assurance programs, and safe working environments. **No textbook required.**

School Libraries (CSMO 102)

(39 hours)

Focus on the issues and unique features of elementary and secondary school libraries. Examine collection development and management, programming, reference services, funding, budgeting and the Internet and technology. **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. **Textbook required.**

Science Fiction (CSSE 1)

(42 hours)

Science Fiction shows you other worlds; it describes possible future societies and the problems lurking ahead. It also shows how human beings can and do create these future worlds - that our future is in our hands. Science fiction stands as a bridge between science and art, between the engineers of technology and the poets of humanity. **Prerequisite:** College English or equivalent. **Textbook required.**

Security Practices (CSDU 93)

(42 hours)

Security is one of the fastest growing industries in Canada and the United States. Police and private enterprise are being called upon by the general public and government agencies to supply a myriad of products and services. This has produced an urgent need for competent and well educated people to enter this industry as a career. Today's society has seen a massive growth in the need for security related products and services, in the public and private sectors. This subject will provide the student with a basic understanding of the laws, theories and practical methods used in today's security industry. **Textbook required.**

Security+ Certification (CSDU 120)

(40 hours)

This course will prepare students to write the current Security+ exam. The CompTIA Security+ certification tests for security knowledge mastery of an individual with two years on-the-job networking experience, with emphasis on security. The exam covers industry-wide topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security. CompTIA Security+ is an elective or prerequisite to advanced security certifications. Security+ certification is increasingly required by employers who recognize the security risks facing their IT systems. Candidates who are currently preparing to sit for a CompTIA A+ or CompTIA Security+ exam, if you pass an exam and become certified by December 31, 2010, you will have a lifetime certification with no requirements for recertification or retesting. **Textbook required.**

Serials (CSMO 101)

(18 hours)

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. **Prerequisite:** Descriptive and Access Cataloguing I. 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.**

Setting Specific Interpreting (CSSE 62)

(30 hours)

The course concentrates on the acquisition of knowledge and the enhancement of skills introduced in Courses I-IV in preparation for interpreting in different settings. Four interpreting settings are introduced and explored; court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector. Protocols, procedures and techniques necessary for functioning effectively as an interpreter are reviewed and discussed, forming the basis for problem solving exercises. A variety of articles and accompanying self study and terminology development activities enrich the course. Research and field observation provide context for course content. Skill and knowledge development and assessment are supported by role plays and case scenarios. **Textbook required.**

Sexual Violence (CSSE 51)

(45 hours)

Sexual violence is an ugly reality and a societal concern. This course will examine the many forms of sexual violence perpetrated by individuals. Students will study sexual violence in the context of male toward female, female toward male, as well as incest and child abuse in families. Reasons for sexually deviant behaviours (why individuals do what they do), and the latest approaches and strategies for treating both victims and perpetrators will be examined. **Textbook required.**

Simply Accounting (CSGG 17)

(30 hours)

This course provides level 1 (basic) training for Simply Accounting. This software is an accounting application for small to mid-sized businesses, or may be used to keep track of personal finances. The course provides learning experiences and exercises for students who want to move their finances from paper-based into digital. The course is designed for new Simply Accounting users, but can also be helpful for those students currently using an earlier version of Simply Accounting who wish to become familiar with the 2008 version. **Prerequisite:** Strongly recommended Financial Accounting I and basic knowledge of manual bookkeeping practices and principles. Students should also be experienced computer users, comfortable installing software and using the Web and email. Students must be able to study in an online environment. **Software required:** Course is for Simply Accounting 2008 Pro. The course textbook contains a CD-ROM with a free student version of the software. Students will be instructed in the first week of the course on how to install a free student version of the software. **This course has mandatory chats. Textbook required.**

Simply Accounting II (CSCG 56) NEW

(36 hours)

This course builds on the knowledge gained in the Simply Accounting I course and is designed for those wishing to learn advanced capabilities of this software. It reinforces the use of the GL, A/R and A/P modules. Students will learn how to set up and use the PAYROLL, INVENTORY and PROJECT modules. In addition, month/year-end procedures and multicurrency will be covered. Correcting entries is thoroughly discussed in one chapter and addressed throughout the course. **Prerequisite:** Simply Accounting I or equivalent. **Textbook required.**

Small Business Bookkeeping (CSSE 42)

(30 hours)

This subject is designed for those who want to understand how bookkeeping works and how accounting can help in managing a small business effectively. This subject focuses on activities and exercises aimed at helping participants to learn and better understand the basics of bookkeeping. Students will learn the basics of bookkeeping through activities and exercises. **This course has mandatory group work. Textbook required.**

Small Business Financial Management (CSMO 25)

(56 hours)

The major purpose of this course is to prepare students to assume a role as entrepreneur, acting as a general manager, as opposed to an accounting technician or a financial specialist. The emphasis is on developing a broad understanding of those accounting and financial management concepts and terminologies which will serve them in the course of starting and operating a small business. **Prerequisite:** Intro to Small Business. **Textbook required.**

Small Business Management (CSDU 172)

(42 hours)

This course covers a wide range of topics that a student should be aware of if they were to start, operate and own or purchase a small

business. Such topics include entrepreneurial spirit, a strategic approach to starting the business, source of funding, basic financial management, management issues, government issues, tax advantages and other selected issues of interest to the entrepreneur. Rationale: The purpose of this course is to foster a greater appreciation of the special challenges and opportunities inherent in starting your own business. This course is offered in the General Option of the Business Administration program and recently introduced to students in Information Technology. The course is designed to utilize previously acquired course knowledge and convert this curriculum into productive employment skills. It is currently estimated that 75% of all graduates will at one time in their career, start or work for a small business. It is important to note that Small business remains to be the largest area of employment growth. Small business is also expected to continue to account for the majority of economic growth in the Canadian economy in years to come. **Textbook required.**

Small Business Marketing (CSMO 72)

(42 hours)

This course is designed to provide the student with tools and skills necessary to devise an effective marketing plan for their small business. Students will undertake relevant research and assemble a defensible marketing plan. **Prerequisite:** Intro to Small Business. **Textbook required.**

Small Business Operations and Legal Issues (CSMO 75)

(56 hours)

This course includes topics on forms of business ownership, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resources legislation issues. **Prerequisite:** Intro to Small Business. **Textbook required.**

Small Claims Practice and Procedure (CSLO 135)

(45 hours)

As an introduction to Small Claims court, this course will focus on the preparation and filing of documents and processing claims related to Small Claims. **Prerequisite:** Introduction to Legal Office Practice & Procedures. **Textbook required.**

Social Legal and Ethical Issues for Internet Use (CSMO 158)

(30 hours)

This course will help you identify and address ethical issues of the Internet including, but not limited to, restricting access, copyright, ethical issues, protecting yourself, buying online, keeping up with the issues and looking at your person responsibility to yourself and others. **NOTE: This course has mandatory group work. Textbook required.**

Social Psychology (CSNC 51)

(45 hours)

Social psychology is the scientific study of how people think about, interact, influence and relate to others. The course will emphasize understanding about how and why individuals behave, think and feel in social situations. Of particular importance will be the study of the individual, their thoughts and resultant behaviour in social situations. **Textbook required.**

Sociology Introduction (CSDU 23)

(42 hours)

Sociology is the study of people and how they interact with each other and various social groups. This course deals with the study of people's lives, their relationship to society as a whole, and how people are affected by the society in which they live. The concepts, theories and methods of the discipline will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems. **Textbook required.**

Sociology 2 (CSMO 127)

(42 hours)

This course explores various sociological perspectives and demonstrates how systematic studies are used to challenge common sense perspectives about social life. Particular areas of study include social structure, gender, "race" and ethnicity, the family, population, social movements and change. This course is meant to build on the outcomes and objectives taken in Sociology I. **Prerequisite:** Sociology Intro or equivalent. **Textbook required.**

Sociology of Health & Illness (CSDU 164)

(42 hours)

Sociology of Health and illness examines the social nature of the experience of health and illness. The focus of this course is an examination of contemporary issues and the social construction of health and illness relevant to the delivery of Canadian health care. Students are provided an opportunity to examine and explore social determinants of health and access to health care with attention to aspects of diversity such as gender, class, and culture. Rationale: Integral to the development and maintenance of the health care system are societal views of

illness and its past history, the role of demographic variables, technology, and our understanding of "treatment". Through the process of Social Analysis students are encouraged to develop a critical awareness of the need to ask questions of themselves, others, and the social structures present in society. The development of a critical awareness through discussion and research are integrated into the course in order to enable the student's ability to navigate through, and gain an appreciation for the social complexity of the Canadian health care system.

Textbook required.

Software Application Integration (CSDU 94)

(30 hours)

Learn how to integrate Microsoft software using Word, Excel, Access and PowerPoint. You will learn to copy, paste, link and embed files from one program to another. Take this course to learn how to effectively use them together as they are typically used in business. A must have for those working or looking to work in a business office environment. **Prerequisite:** Strong knowledge of Word, Access, Excel and PowerPoint. **Software required:** Microsoft Office XP Pro or 2003. **Textbook required.**

Speaking Up, Speaking Out (CSMO 150)

(50 hours)

This is the first course in the Healthcare Pre-bridging program. It is intended for people trying to get into formal Bridging programs who have specific language needs in health care. This course is intended to increase communication fluency and ability. Listening and speaking, reading and writing must be combined into fluent and understandable working language for you to succeed in a workplace with co-workers, patients, information sources and the public. The lessons and instructor support will allow you to integrate the skills so that you begin to know what to expect and how to perform in a Canadian healthcare facility. **No textbook required.**

Special Issues with Diabetes (CSCF 5)

(30 hours)

This course examines pregnancy in Diabetes, gestational Diabetes, and Diabetes in children, adolescents and the elderly. Long-term complications that people with Diabetes may experience are discussed. Participants examine the design and evaluation of Diabetes education programs. **Prerequisite:** Registered Nurse or Registered Dietician, and Diabetes: The Basics, Introduction to Patient Education and Living With Diabetes. **Textbook required.**

Special Libraries (CSMO 125)

(39 hours)

This course focuses on the unique features of special libraries. Explore functional areas such as collection development, technical services, client services, marketing, budgeting and management. Emphasis will be placed on the concerns of the special library and how it differs from other types of libraries or information centres. You will learn to apply the skills needed in the special library environment. **Prerequisite:** Introduction to Libraries and the Information Industry 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. **Textbook required.**

Special Populations 1 (CSAL 72)

(30 hours)

This course provides students with an awareness and appreciation of issues specific to working with unique client groups in the community and justice services field. Students examine the legislation, policies, procedures, and interventions appropriate to the following special needs populations: female offenders/clients and aboriginal offenders/clients. Population profiles, as well as historical and theoretical perspectives are examined. **Textbook required.**

Specialized Instructional Strategies (CSSE 57)

(60 hours)

This course introduces the student to common evidence-based behavioural approaches applied in teaching individuals with autism new skills with an emphasis on strategies for teaching language, academic skills, activities of daily living, play skills, and social skills. Topics will be approached by providing the student with an understanding of the terms used, a description of the teaching techniques characterized in each of the modules (where applicable) and a basic understanding of the conceptual elements motivating the approaches. **Prerequisites:** Transition Planning and Implementation. **Textbook required.**

Sports Psychology (CSMO 142)

(42 hours)

This course examines the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. This course evaluates what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. **Textbook required.**

SQL Advanced (CSDU 158)

(56 hours)

This subject provides hands-on practice on PL/SQL (Programming Language for SQL) needed for Oracle application development. The rich features of PL/SQL are used in the development of client-server or web-based applications. It is a procedural programming language that has the features of sequence selection, Iteration, procedures, functions, triggers and all that are required for the forms, reports and data management applications. The students will be prepared to take Oracle Certification Exams: IZO-147. Oracle 9i: Program with PL/SQL or IZO-101. Develop PL/SQL Program Units. The use of Oracle in e-commerce applications has taken more than 70% of the Internet market. The understanding of PL/SQL is essential for a sophisticated application development using Oracle or any other Relational databases. This also gears the students to be able to write the Oracle SQL and PL/SQL Certification Course for DBA (Database Administration) or Application Developer tracks. **Prerequisite:** SQL Introduction. **Software required:** •Operating System Windows XP or higher •Text Editor (any one of the tools) NotePad++ - <http://notepad-plus.sourceforge.net/uk/site.htm> - preferred editor EditPad Lite - <http://www.editpadpro.com/editpadlite.html> Editplus – www.editplus.com PSPad - <http://www.pspad.com/en/> •Database Utility SQL Developer: http://www.oracle.com/technology/products/database/sql_developer/index.html or TOAD - http://www.toadsoft.com/toad_oracle.htm or SQL Navigator - <http://www.quest.com/sql-navigator/> •Oracle database Oracle 10g database (technet.oracle.com, or text book CDs http://www.course.com/cdkit/installinstructions_10g2.cfm, <http://otn.oracle.com/books>) Text Editor (any one of the tool) NotePad++ - <http://notepad-plus.sourceforge.net/uk/site.htm> - preferred editor EditPad Lite - <http://www.editpadpro.com/editpadlite.html> Editplus – www.editplus.com PSPad - <http://www.pspad.com/en/> **Textbook required.**

SQL Introduction (CSDU 145)

(56 hours)

This course, with emphasis on hands-on practice will assist students to become proficient, knowledgeable users of the major features of SQL. It introduces the student to Client Server technology, and explores the concepts of relational databases and the powerful SQL needed to prepare the student so that they are able to apply SQL in many practical applications. This course also compares Oracle's SQL syntax to other databases (MS SQL Server and My SQL) to be easily adoptable to any application development. This course prepares the student for the first exam in both the Oracle Database Administrator (DBA) and Oracle Forms Developer certification tracks and offers them a solid understanding of Oracle 10g and how to use it effectively. **Prerequisite:** Knowledge of Access Databases. **Software required:** Oracle 11g Database Server. **Textbook required.**

Statistical Methods of Quality Assurance (CSCG 33)

(36 hours)

This course develops the more advanced statistical techniques to evaluate quality, analyse processes, products and out-of-control conditions, solve manufacturing problems, establish and evaluate specifications and tolerances, and reduce product variability. The course will develop the skills of statistical analysis and decision making, testing of hypotheses, risks of incorrect decisions, estimation of population parameters, sample size determination, analysis of variance, correlation and regression techniques. **Prerequisite:** Fundamentals of Quality Assurance or equivalent. **Textbook required.**

Statistics (CSMO 16)

(56 hours)

This is an introductory course in statistics. It covers the following topics: introduction to statistics; organization and graphing of data; measures of location; measures of variation; probability distributions; sampling distributions; confidence intervals, hypothesis testing, statistical process control; Chi-square distribution; regression and correlation. The software package Minitab is used. **Prerequisite:** First year math course. **Software required:** The software for this course, purchased with the textbook, will not operate on a MAC computer. A DVD Drive is also required. **Textbook required.**

Statistics II (CSMO 170)

(56 hours)

Topics include: review of inferences for one sample mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. **Prerequisite:** Introductory Statistics course or equivalent at the post-secondary level. **Software required:** The software for this course, purchased with the textbook, will not operate on a MAC computer. A DVD Drive is also required. **Textbook required.**

Sterile Storage, Inventory Control and Management of Resources (CSFA 46)

(24 hours)

Introduction to sterile storage, inventory control distribution systems including the case cart system, portering, and stock rotation. **Software required:** MS Word, Adobe Reader and PowerPoint Reader. **NOTE: This course has mandatory chats and mandatory group work. Textbook required.**

Strategic Leadership for Supply Chain Management (CSLO 128)

(45 hours)

In this course, students will develop leadership, management, and human resources skills to establish and maintain strategic alliances within an organization. Students will recognize the importance of ethics to conduct business at both national and international levels. **Textbook required.**

Strategic Management of Campaigns (CSAL 165)

(45 hours)

This course examines the elements of a successful fundraising campaign. Students learn how to develop a compelling case for support, attract the best leadership potential, develop donor prospects and prepare a plan of action. The course provides students with management and financial strategies to effectively control the fundraising process of campaigns. Students address the practical implementation of fundraising strategies required to manage information generated during a campaign such as processing gifts and dealing with information flow and technology. **No textbook required.**

Strategies for Fostering Client Loyalty (CSAL 159)

(45 hours)

Goods and services are no longer adequate basis for establishing relationships with clients because clients attach an emotional connection to the products they use and to the businesses with which they interact. This course offers insights and ideas in order to create lasting and genuine customer relationships that will withstand the competitive overtures of other companies. Students explore the process of developing and sustaining client relationships that establish an emotional connection, manage difficult relationships (such as those that take place via technology or at great distances) and help to determine the pulse of client relationships. **Textbook required.**

Stress, Wellness and Nutrition (CSDU 108)

(42 hours)

Stress can play a huge factor in our personal and professional lives. Learning to deal with it is vital for our long-term health. While stress alone doesn't cause disease, it triggers molecular changes throughout the body that makes us more susceptible to many illnesses. In this course, students will gain an understanding of the importance of how to deal with both positive and negative stress in their lives. By using the wellness perspectives each student will gain more insight into how they can control both internal and external stressors. **Textbook required.**

Structural Inspection (CSSE 24)

(42 hours)

This subject focuses on the following structural components of a residential dwelling: foundations and footings, floors, walls and roof/ceiling structures. Students learn to apply knowledge of structures to inspections that focus on system performance, safety concerns, and compliance with good construction practices. **Textbook required.**

Student Development & Student Experience (CSSE 53)

(42 hours)

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. **NOTE: This course has mandatory group work. Textbook required.**

Subject Analysis and Classification (CSMO 83)

(39 hours)

This course introduces the principles of classification and subject analysis. You develop skills in using the Dewey Decimal Classification scheme and Library of Congress subject headings. Access to print Dewey Decimal Classification schedules is required. **Prerequisite:** Descriptive and Access Cataloguing II, Ontario Secondary School Diploma (OSSD), general or advanced level, with a pass standing in grade 12 English at the general level OR successful completion of Mature Student Test. Library related experience is strongly recommended. **NOTE: This course has mandatory group work. Textbook required.**

Success Matters (CSDU 173)

(45 hours)

In this course, students will develop numerous skills and strategies they can use to master the challenges of postsecondary education and the workplace. Students will gain self awareness, as well as reading, writing and test taking skills. Students will learn how to manage their time, how to plan and make decisions. The skills developed in this course will provide a solid foundation for success in both in school and on the job. Rationale: The skills learned in this course are not only relevant to postsecondary education but also to the workplace. This course provides a variety of exercises to enable the students to become effective learners and problem solvers. The skills developed in becoming a successful student lay the foundations for a successful career and a successful life. **NOTE: This course has mandatory chats and mandatory group work. Textbook required.**

Supervisory Skills for Business & Industry (CSNC 23)

(30 hours)

The successful supervisor needs a wide range of specialized skills: you must manage time well, communicate effectively, handle customer relations, measure work appropriately and ensure compliance with complex government legislation. This course will help you develop these skills and an awareness of the multi-faceted approach to leadership demanded in the modern business environment. **Textbook required.**

Supporting the ESL/ELD Learner (CSMO 37)

(42 hours)

Through exposure to the historical, social/cultural background of recent immigrants, you will gain appreciation and cultural sensitivity for the significant learning and adjustments required of English language learners. You will examine appropriate classroom practices and practical strategies to address the social, cultural, language/communication needs of children who are new arrivals to Canada. **Textbook required.**

Surveying, An Introduction (CSSA 9)

(64 hours)

Learn basic surveying principles. Topics will deal with theory, application and care of the level, chain and total station. Theory is enhanced with practical exercises. **Note:** The student requires a preceptor for equipment use and set-up. Preceptors are typically from an engineering, surveying, or construction firm. **Software required:** Adobe Acrobat Reader, Macromedia Flash and Microsoft Word Viewer (Downloads are Free!). **NOTE:** About 24 hours of lab work is required. The student would require a preceptor for equipment use and set-up. Preceptors are typically from an engineering, surveying, or construction firm. **No textbook required.**

Sustaining Youth Recreation Programs and Services (CSCG 38)

(45 hours)

Advocating and marketing youth programs and services, accessing community resources and generating operational dollars is a challenge of all practitioners of youth programs and services. This course will explore program and service marketing, resource acquisition and revenue generation in detail. **Prerequisite:** Introduction to Youth and Youth Cultures; Diploma/Degree in Recreation, Social Service or related field. **Software required:** Real Player and Quick Time. **NOTE: This course has mandatory group work. No textbook required.**

Systems Analysis (CSLO 122)

(42 hours)

Facing a challenging global marketplace, companies need strong IT resources to survive and compete effectively. This course will help prepare students for careers as systems analysts, managers, and IT professionals through studies in learning how to translate business requirements into information systems that support a company's goals. Students learn about traditional structured analysis, object-oriented concepts, and agile methods. Specifically, this course examines information systems in terms of common building blocks, knowledge, processes, and communications – each from the perspective of different participants or stakeholders. Students will be introduced to process and project management techniques such as using data flow diagrams, Gantt and PERT charts. Students will also learn about the systems development life cycle, feasibility analysis and the system proposal, requirements discovery, data modeling and an introduction to object-oriented analysis and modeling with UML. **Prerequisite:** Completion of an introductory programming course (or equivalent). Experience using MS Office software (or similar software). Knowledge of relational databases is an asset. **Software required:** Trial version software will be downloaded from the Internet – Edge Diagrammer (or similar), MS Project 2003 (on CD with textbook). **Textbook required.**