

Taxation 1 (BTAX 1)

(45 hours)

This is an introductory course to federal income tax in a Canadian setting. Students will gain an understanding of the underlying objectives and principles of income taxation. Topics include employment income, business income, income from property, investment income and capital gains. Personal tax returns for individuals will be completed both manually and using a tax preparation software program. **Prerequisite:** Financial Accounting II. **Software required:** Excel. **Textbook required.**

Taxation 2 (CSDU 60)

(56 hours)

This course deals with the liability for income tax of individuals and corporations. The determination of net income for tax purposes, taxable income and taxes payable will be examined in detail, for unincorporated businesses and corporations. Preparation of personal tax returns will be completed in detail. **Prerequisite:** Taxation 1. **Textbook required.**

Teaching-Learning Strategies (CSLO 129) NEW

(42 hours)

This course provides participants with opportunity to acquire/enhance skills in facilitating the learning process with adult learners. The focus is on training techniques and skills, training equipment, resources and learning activities. Each participant will be required to facilitate one learning experience online. **Prerequisite:** Introduction to Adult Education.

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

Technical Calculus I (CSCG 51)

(60 hours)

This course covers basic differentiation and integration with their applications. It includes the following topics: differentiation of algebraic and transcendental functions, indefinite and definite integrals, as well as various methods of integration, numerical integration included. Applications of derivatives include: tangents and normals, motion, related rates, curve sketching, maximum and minimum problems, linear approximation, basics of mechanical systems and electric circuits. Applications of integrals include: motion, areas, volumes, average and rms values, center of mass and electric circuits. **Prerequisite:** Math (Electronics) - course which covers determinants and matrices, inequalities, variations, sequences, analytic geometry and statistics. **Textbook required.**

Technical Calculus II (CSCG 54)

(45 hours)

This course introduces students to the applications of differentiation and integration in electronics. Topics covered include theory and applications of Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. **Prerequisite:** Technical Calculus I. **Textbook required.**

Technical Communications (CSAL 50)

(48 hours)

This course includes various technical writing problems that challenge the learner to generate practical solutions that are clear, focused and expressed in appropriate language style. The course assists learners to develop the sound thinking and planning skills that are fundamental to communicating successfully in technical fields. In addition, the computer will be used for online research, collaboration with other learners and formatting technical information to industry standards using text and graphics. **Software required:** PowerPoint and Word Processing Software. **NOTE: This course has mandatory group work. Textbook required.**

Technical Mathematics (CSSA 11)

(64 hours)

This first-level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measure. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations. **Prerequisite:** Ontario Secondary School Diploma. **Software required:** Should have a Pentium processor. **Textbook required.**

Technical Mathematics II (CSSA 45)

(64 hours)

This course is a continuation of Technical Mathematics for engineering technology students. Topics of study include a more detailed view of exponents and radicals, plane analytic geometry, geometry, complex numbers, and functions including trigonometric, exponential and logarithmic functions. This course also includes an introduction to statistics. The goals of this course are, first to show that mathematics does play a most important role in the development and understanding of the various fields of technology and, secondly to ensure that students acquire the mathematical and critical thinking skills necessary to analyze and solve engineering technology problems. **Prerequisite:** Technical Mathematics. **Textbook required.**

Technician Prep Mathematics (CSFA 3)

(63 hours)

This course provides students with the basic arithmetic skills required in everyday life. Fundamentals of algebra, trigonometry and geometry will be covered. Students will be prepared for further courses and programs where mathematics is applied. **Software required:** Word 2000 or higher. **Textbook required.**

Technology Advanced Prep Mathematics (CSFA 15)

(63 hours)

This course provides students with basic technology mathematic skills and understanding of fundamental terminology required for further courses or programs where mathematics is applied. Advanced algebraic expressions and Trigonometry will be covered. **Software required:** Word 2000 or higher. **Textbook required.**

Technology of On-Line Delivery (CSAL 155)

(45 hours)

Several tools and resources are now available to help teachers with the tasks of teaching in the new technology environment. This course provides a look at web course management tools that can help teachers move materials to an online format more quickly and easily than in the past. A selected course delivery platform such as Blackboard will be studied comprehensively and students will develop skills with its various functions. **NOTE: This course has mandatory chats. Textbook required.**

Technology Prep Mathematics (CSFA 4)

(45 hours)

This course provides students with basic skills and understanding of algebra, trigonometry and geometry fundamentals. Students will be prepared for further courses or programs where mathematics is applied. **Software required:** Word 2000 or higher. **Textbook required.**

Technology: Apocalypse or Eden? (CSSH 8)

(42 hours)

This course provides opportunities for students to evaluate the effects of technology and the use of technology in society, as well as on the individual through an analysis of competing visions of technology. The course will provide opportunities for written analysis of the work of Jacques Ellul, as well as to the history of humanism and modern institution. The course will pose the question of whether the modern corporation is a technological oppressor or a humanist wealth provider, and whether individuals themselves are technicians or humanists. **No textbook required.**

Testing and Evaluating Learning (CSSE 46)

(10 hours)

This module will provide participants with the skills and knowledge to test and evaluate student achievement in adult learning environments. The focus is on developing skills in choosing appropriate testing methods, creating testing instruments, and assigning marks with a systematic grading system. Extensive time is allotted for participants to practice these skills during the session. **Prerequisite:** Basic Concepts and Practices in Adult Education. **NOTE: This course has mandatory chats and mandatory group work. No textbook required.**

The Business of Tomorrow (CSCG 47)

(30 hours)

There are two great pressures on manufacturing today; both related to change. One is the geo-political, or global economy, the other is the expectations placed on each of us, as individuals, to cope with a very different workforce and a very dynamic workplace. This material covers the information that will help the supervisor deal with these issues and answer the questions that arise daily in the workplace. The course includes: implementing change, the impacts from global competitors, understanding the 'mosaic' workforce, committing to continuously learning and helping others to do the same. **Software required:** High speed internet is recommended. **NOTE: This course has mandatory chats and mandatory group work. Textbook required.**

The Environment (CSHU 38)

(45 hours)

This course is an introduction to current environmental issues. It focuses on the underlying ideas, values, and beliefs that have contributed to many of the current environmental crises we face today. We are often aware of issues such as global warming and pollution, but remain unaware of the reasons why such issues exist or have resulted from human behaviours and beliefs. From a theoretical perspective this course will examine the relationship between humans and the natural world in its various forms including culture, religion, politics, economics and activism. Students will engage with the readings and lecture materials in order to develop an understanding and critical awareness of the theories that have been developed in the attempt to understand the nature and depth of our current environmental crisis. Gaining knowledge of how humans understand and value nature and direct their actions accordingly will be the overall goal of this course. **Textbook required.**

The Game of Soccer and its Impact On Society (CSSH 16)

(42 hours)

Examine how the game of soccer impacts socio-economic, religious, political, and cultural views in countries around the globe. Discover and explore, cultural trends and human behaviours influenced by soccer ideology and its effects on "pop culture". **Textbook recommended.**

The Healthy Garden (CSAL 97)

(45 hours)

This course familiarizes students with the basic concepts involved in three separate but inter-related topics, composting, soil, and maintaining garden health. Students learn different methods of composting and the benefits for the soil and plants when compost is used. This will be followed by a look at soil, texture, water, organisms, and fertility. The last component

of the course will discuss the fundamentals of insect and disease control to maintain a healthy garden. **Textbook required.**

The Hockey Hall of Fame Presents (CSSE 38)

(42 hours)

This subject details the incredible growth of Canada's national pastime, including the NHL's formation, the "original six" and national/international expansion. **No textbook required.**

The Inclusive Learning Environment (CSSE 52)

(42 hours)

This subject introduces the student to the elements of the inclusive learning environment in terms of people, space, materials, and time. Adaptive programming for children with specific exceptionalities will be the focus of this course. Strategies that enable students to guide the learning of children who require additional support will be examined.

Prerequisite: Introduction to the Field of Early Intervention and Introduction to Research and Assessment. Students registered in a subject without the prerequisites will be asked to withdraw from subject. **NOTE: This course has mandatory chats and mandatory group work. Textbook required.**

Theory and Practice of Counselling in Addictions (CSFA 57) NEW

(35 hours)

The four units in this course will provide the students with an overview of the theory and skills related to the helping relationship process. The course will provide a theoretical framework for examining key concepts related to counselling activities and their application. The course will focus in the nature of the counselling relationship key issues and concerns, techniques for effective counselling interaction and skill building in the key areas of interpersonal communication. Attention will be given to counselling issues and concerns as they related to specific population issues. The course will also introduce basic record keeping within the context of the counselling relationship.

Therapeutic Recreation I (CSNC 55)

(45 hours)

This course is designed to introduce the student to therapeutic recreation delivery in a hospital, rehabilitative, residential or community setting. The course will provide the foundations and fundamentals of therapeutic recreation, including models of service, the history and development of the profession, and the nature of therapeutic recreation service. Students will develop the skills necessary to become an effective helper, and to select and plan appropriate recreational activities to facilitate change for individuals with a variety of disabilities. **Textbook required.**

Therapeutic Recreation II (CSNC 57)

(45 hours)

This course is a continuation of Therapeutic Recreation I, and is designed to further develop the student's knowledge of therapeutic recreation principles and practices. The major emphasis of this course is on the therapeutic recreation process. Students will be given the opportunity to develop the skills to assess individual strengths and needs, and develop, implement and evaluate therapeutic recreation intervention plans. Current issues impacting the profession of therapeutic recreation will also be studied. **Textbook required.**

Total Quality Management (CSCG 34)

(36 hours)

This course will focus on the philosophy and the guiding principles that represent the foundation of a continuously improving organization. In addition, students will study the quantitative methods and human resources to improve all the processes within an organization and exceed customer needs. **Prerequisite:** Fundamentals of Quality Assurance or equivalent. **Textbook required.**

Toxicology (CSCM 24)

(30 hours)

The elementary principle of reducing the risk of illness and injury from exposure to health hazards is to reduce the risk by reducing exposure. This could be accomplished by eliminating the hazard altogether. In industrial processes, this is not often reasonable, so substituting less harmful substances is more practical. Using less toxic materials and less hazardous processes requires knowledge of how chemicals react with each other and with the human body. This is where the science of toxicology can have the greatest impact: in helping prevent illness and injury. Toxicology can be defined as the science of poisons, in this case chemical toxins, and their effects on the human body. Toxicology is a relatively new science, and chemical toxicology is a very new part of toxicology. The student will investigate the state of the art of toxicology and of the harmfulness of chemicals. **Prerequisite:** Chemistry or an equivalent Organic Chemistry course. **No textbook required.**

Trade Show Management for Conventions (CSAL 136)

(30 hours)

This course provides an in-depth look at the role and responsibilities of a meeting planner as related to their involvement in trade show management. In addition, this course will acquaint students with the management principles and practices involved in organizing, promoting and selling a trade show. **NOTE: This course has mandatory group work. Textbook required.**

Traffic Management (CSDU 40)

(42 hours)

In this course the students will develop the knowledge, skills and ability to locate and apply sections of the Provincial Traffic Law. Students will practice locating topics in the Acts and Regulations, will master the definitions required to interpret traffic law and will apply the law concerning Police Authorities, drivers licenses, permits and rules of the road. Students will develop and practice interpersonal strategies and procedures for dealing with motor vehicle stops. **Textbook required.**

Training and Development (CSDU 5)

(70 hours)

The student will be introduced to the psychology of the learning process on which training and development is based and will gain an understanding of the design, implementation, and evaluation of training programs within organizations. The course will include the four key elements of the training and development function: needs analysis procedures; program design/development; program administration; and measurement and evaluation. **Prerequisite:** Human Resource Management Principles. **This course has mandatory group work. Textbook required.**

Training for Technical Support Analysts (CSDU 96) NEW

(60 hours)

This course is designed specifically for Technical Support Analysts who are required to train staff in various technical areas in the organization. Using the case method, students will use a hands on approach, enabling them to apply theoretical concepts to a real organization. In doing this, they will work with a single organization, from the analysis of its training needs, through the setting of objectives, the design of a training plan and the evaluation training in the company. The course will include the four key elements of the training function: needs analysis, developing learning objectives, program design/development, costing and evaluation. **No textbook required.**

Transition Planning and Implementation (CSAL 150)

(30 hours)

This course will prepare the student for assisting in planning and mediating transitions for children with ASD within and across home, school and community settings. Topics will include models for effective transition planning, assessment and evaluation; understanding differing perspectives on transitions within and across environments; developing collaboration and relationship with parents and professionals; understanding transition practices and relevant legislation; and practice in the use of transition assessment and evaluation tools. **Prerequisite:** Intro to ABA, Intro to ASD, Treating Challenging Behaviours, Working with Families and Teams, Ethics and Professionalism. **Textbook required.**

Translation in the Workplace Level 1 (CSDU 54)

(42 hours)

In this course you will learn necessary translation skills for professional purposes in the workplace. English to French translation is a skill, which must be acquired through training. You will be given an opportunity to use and commit to memory the translation skills needed to construct grammatically correct sentences, thus ensuring a high level of accuracy and appropriate syntax. This course is intended for individuals of native fluency or near-native fluency in both French and English whose goal is to do written translations (memos, reports, document, e-mails, mission statements, etc.) from English to French. **Prerequisite:** French Certificate or student's first language is French. **No textbook required.**

Translation in the Workplace Level 2 (CSDU 55)

(42 hours)

This course is a continuation of Level 1 and students will learn additional translation skills that will enable them to avoid the many pitfalls of translating documents from English to French in the workplace. Students will receive feedback on their translation of business documents within the workplace. **Prerequisite:** Translation in the Workplace Level 1. **No textbook required.**

Translation in the Workplace Level 3 (CSDU 65)

(42 hours)

This course is a continuation of Level 2 and students will learn additional translation skills that will enable them to avoid the many pitfalls of translating documents from English to French in the workplace. Students will receive feedback on their translation of business documents within the workplace. **Prerequisite:** Translation in the Workplace Level 2. **No textbook required.**

Translation in the Workplace Level 4 (CSDU 72)

(30 hours)

This course is a continuation of Level 3 and students will learn additional translation skills that will enable them to avoid the many pitfalls of translating documents from English to French in the workplace. Students will receive feedback on their translation of business documents within the workplace. **Prerequisite:** Translation in the Workplace Level 3. **No textbook required.**

Translation in the Workplace Level 5 (CSDU 78)

(30 hours)

This course is a continuation of Level 4 and the final course in the certificate program. Students will learn additional translation skills that will enable them to avoid the many pitfalls of translating documents from English to French in the workplace. Students will receive feedback on their translation of business documents within the workplace. **Prerequisite:** Translation in the Workplace Level 4. **No textbook required.**

Traumatic, Vascular and Neoplastic Disorders (CSMO 88)

(44 hours)

This course covers traumatic neurological insults such as head and spinal cord injuries. Mechanisms of injury and the concept of increased intracranial pressure will be covered in great detail. Cerebral and spinal vascular disorders, as well as neoplasms affecting the nervous system will be discussed. Clinical presentation, potential complications and possible treatment modalities will be covered. **Prerequisite:** Certificate of registration as RN with College of Nurses, Neuro Anatomy and Physiology and Neuro Assessment and Diagnosis. **Software required:** Speakers. **Textbook required.**

Travel Geography (CSSE 8)

(42 hours)

Travel Geography I is a study of Canada, the United States, the Caribbean, Central & South America. It emphasizes destinations in those areas most important to the Canadian Travel & Tourism Industry. **NOTE: This course has mandatory chats. Textbook required.**

Travel Writing (CSMO 44)

(39 hours)

This course will look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotional writing, to literary travel writing and travel memoirs. Along with the pieces themselves, we'll study the various publishing markets for this type of work, from traditional publishers to online opportunities. **No textbook required.**

Treating Challenging Behaviours (CSSE 41)

(45 hours)

The student will be introduced to a variety of procedures used to assess and treat challenging behaviours presented by individuals with autism / Autism Spectrum Disorder. The topics covered will include functional behavioural assessment and functional analysis and scientifically validated techniques for the treatment of challenging behaviours, e.g., stereotypy, pica, aggression, self-injury, etc. Emphases will be placed on ethical considerations such as the utilization of the least intrusive, least restrictive model and "effective treatment". Techniques covered will include antecedent control strategies, schedules of reinforcement, extinction, differential reinforcement strategies, social stories, desensitization procedures, and decelerative procedures. **NOTE: This course has mandatory chats and mandatory group work. Textbook required.**

Treatment Approaches in Addictions (CSFA 54) NEW

(40 hours)

The focus of this course is to provide students with information on current treatment approaches and practices. Students will examine a selected range of treatment models, including harm reduction, the Matrix model, brief solution focused and cognitive models, as well as those approaches currently in use within the province. Relapse and relapse prevention will also be examined as part of this unit. Attention will be given to specific techniques that are utilized within these models.

Treatment Options in Dementia Care (CSLO 174)

(24 hours)

Take a guided tour through the brain and learn how various dementias affect brain processes. Explore the mechanisms of action for the treatment options currently available. Look into the future and view the journey towards a cure for Alzheimer disease and related dementias. **Prerequisite:** Exploring Dementia Care, diploma or degree in Health or Social Sciences. **Textbook required.**