

War & Terrorism (CSHU 40)

(36 hours)

The term "terrorism" has become a central part of everyday life. We hear about it on TV, we read about it on the internet and we think about it, like it or not, every time we board a plane. But what is "terrorism" exactly, who decides and why does it matter? These challenging questions form the foundation for this introductory course to "terrorism." Building from an exploration of the relationship between power and language, students will examine the historical evolution of contemporary "terrorism," paying particular attention to the root causes, enabling frameworks, aims, methods and consequences of "terrorist" activity. The course will conclude by reflecting on the apparent tension between fighting "the war on terror" and preserving civil rights. **Textbook required.**

Wealth Management and Estate Planning (CSCL 18)

(42 hours)

Students will review the basics of economics and investing along with an understanding of investment products. Investment planning and key areas of personal financial management are explored. The course concludes with estate planning fundamentals, concepts and applications. **Prerequisite:** Comprehensive Practices in Risk & Retirement Planning. **Textbook required.**

Web Technologies (CSLO 85)

(48 hours)

This course will prepare you to write the iNet+ CompTIA exam. iNet+ is a vendor-neutral course that will provide the basic skills and technical knowledge required at an entry level position for IT professionals working with various Internet technologies, including the maintenance of Internet sites and the development of web-related content and applications. Specific learning objectives will cover Internet basics, client software, web development and Internet security/network issues required to prepare for certification. **Prerequisite:** Familiarity with Windows operating system concepts and the Internet. **Software required:** Students should have access to a PC capable of running web services - Win2K Server or Linux box. **Textbook required.**

Weight Management: Your Personal Weight Loss Program (CSLO 99)

(30 hours)

This course provides the tools and strategies to help individuals approach weight loss in a safe, healthy way. Based on sound principles of healthy eating and physical activity, this course helps students make permanent changes to their eating behaviours and lifestyle habits. A Registered Dietician will provide students with reliable information on weight management including healthy eating, meal planning tips and recipe ideas. Students will be encouraged to set goals and monitor their progress. **Note: This course is not designed to provide nutrition or medical treatment. No textbook required.**

Wellness for Children (CSDU 138)

(28 hours)

In this course, students will take a comprehensive look at Children's Wellness in a childcare setting. The Children's Wellness course has been broken into 3 large blocks of material. These blocks include: Safety; Nutrition; and Health as they relate to young children. Each of these areas will constitute approximately 1/3 of the subject material covered. Strategies for maintaining a healthy childcare environment will be presented. Information on staff health and infection control will help learners to manage good care with minimum health risks. Creating a safe childcare environment will be examined in depth. Accessories, behaviours and conditions for safety risk in both indoor and outdoor environments will form much of the safety dialogue. Providing nutritional balance in childcare will be a focus. Students will have an opportunity to apply their knowledge in both theoretical and practical ways. **Textbook required.**

Westerns: A Study in the Film Genre (CSSA 41)

(48 hours)

This class will explore the film genre of Westerns. Major themes, theories and ideas will be examined via the work of selected actors, directors and films. Subjects to be studied via discussion and assignments include The History of the Western / Components of the Western / Landscape and Setting / Actors / Directors / Films / Indigenous Peoples. The course will conclude with an analysis of the place of the Western in a contemporary context – can it still 'sit tall in the saddle'? **Textbook required.**

What in the World is Going On (CSSE 3)

(42 hours)

Every day, the TV or newspaper's front page confronts us with people, places, and issues from around the world. Every story has a background: cultural, religious, political, or economic. Without this background, it is hard to make informed judgments. This subject focuses on the main international news stories. **Prerequisite:** College English or equivalent. **Textbook required.**

Wills & Estates Practice and Procedure (CSLO 149)

(45 hours)

The course focuses on the function and drafting of Wills and Powers of Attorney and the laws and procedures relating to the administration of estates in Ontario. **Prerequisite:** Legal Office Procedures, and Legal Terminology. **Textbook required.**

Windows 2000 (CSLO 46)

(30 hours)

This version of the Windows series is designed to make computers user friendly. As an operating system it still requires

additional configuration to achieve the full benefits. This course reviews the advantages of this operating system and outlines how to utilize the programs that come with Windows 2000, set up your own applications for easier access and install software. You will learn to manage your files including organizing using folders and finding missing files. Through the progression of the course, students will also take advantage of the communications and multimedia systems available to them through Windows 2000 and the Internet. **Software required:** Windows 2000. **No textbook required.**

Windows 2003 Server (CSLO 109)

(44 hours)

Windows 2003 Server is here and this course will prepare you to step into the new environment. The 2003 platform is designed for the medium to large size network - 250 plus users, three or more domain controllers, and different sites. In addition to covering basic network operating system services, this course will focus on terminal and network services, connecting sites, remote access, and connecting the network to the Internet. This course will prepare students to write exam 70-290 Managing and Maintaining a Microsoft Windows 2003 Server Environment. **Prerequisite:** Familiarity with Windows 9x operating systems. **Software required:** Students should have access to Windows 2003 Server software. There are optional labs associated with the course that need to be completed on a PC running 2003 Server. **Textbook required.**

Windows 2008 Server (CSLO 195) NEW

(50 hours)

This course is designed for individuals who work or are planning to work in a Windows 2008 server environment. This course will focus on the 2008 server and the network environment. IP addressing, network services, remote access, name resolution, file and print services will be covered as students prepare to write "Exam 70-642: TS: Windows Server 2008 Network Infrastructure, Configuring." The course will also help students prepare for "Exam 70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring" by covering terminal services, web services and media services and "Exam 70-640: TS: Windows Server 2008 Active Directory, Configuring" through an introduction to ADS in the 2008 environment. **Prerequisite:** Familiarity with Windows XP operating systems or 2000/2003 server software. **Software required:** Ideally, students will be able to acquire a demo copy of 2008 server that may be obtained from Microsoft web site. If this is not possible, students should have a working copy of XP7 Professional or Vista Professional. **Textbook required.**

Windows 7 (CSLO 193) NEW

(30 hours)

Discover advantages of this operating system and how to utilize the programs that come with Windows, set up your own applications for easier access and install software. Learn to manage files and folders and how to take advantage of the communications and multimedia systems available through Windows and the Internet. **Software required:** Windows 7. **Textbook required.**

Windows Vista (CSLO 50)

(30 hours)

Discover the advantages of this operating system and how to customize the Desktop and to utilize the programs that come with Windows Vista; set up your own applications for easier access and install software. Learn to search for and manage your files and folders and how to take advantage of the communication and multimedia systems available to them through Windows Vista and the Internet. **Software required:** Windows Vista Premium Edition. **Textbook required.**

Windows XP (CSLO 72)

(30 hours)

This course reviews the advantages of this operating system and outlines how to utilize the programs that come with Windows XP, set up your own applications for easier access and install software. You will learn to manage your files including organizing using folders and finding missing files. Through the progression of the course, students will also take advantage of the communications and multimedia systems available to them through Windows XP and the Internet. **Software required:** Windows XP. **No textbook required.**

Windows XP Professional (CSLO 130)

(48 hours)

This course will provide students with the knowledge and skills required to manage computers running Microsoft XP Professional. Topics covered will include installation, configuration and management of the XP environment, in addition to troubleshooting a broad range of issues, supporting XP applications and configuring XP in a network environment. This course is also intended to prepare students to write the following certification exams specific to XP Professional: MCSA/MCSE Exam 70-270 (Installing, Configuring, and Administering Microsoft Windows XP Professional); MCDST Exam 70-271 (Supporting Users and Troubleshooting a Microsoft Windows XP Operating System). **Prerequisite:** Previous experience with a Windows operating system, preferable Windows 98 and above. **Software required:** Students should have supervisor access to a computer running Microsoft XP Professional. **Textbook required.**

Windows XP7 Professional (CSLO 196) NEW

(40 hours)

This course will provide students with the knowledge and skills required to manage computers running Microsoft Windows 7 Professional. Topics covered will include installation, configuration, security, mobile computing and management of the Windows 7 desktop environment, in addition to troubleshooting a broad range of issues, supporting Windows 7 applications and configuring Windows 7 in a network environment. This course is also intended to prepare students to write the following certification exams specific to Windows 7 Professional: Microsoft Certified Technical Specialist (MCTS) Exam 70-680: TS: Windows 7, Configuring. Successful completion of this exam also counts as credit toward the following

certification(s):MCITP: Enterprise Administrator/MCITP: Enterprise Desktop Administrator 7/MCITP: Enterprise Desktop Support Technician 7. **Prerequisite:** Previous experience with a Windows operating system, preferable Windows XP or Vista. **Software required:** Students should have a working copy of Windows XP7 Professional, or above. XP7 home will suffice but not all features/services in XP7 Pro are available in XP7 Home edition. **Textbook required.**

Word-Expert (CSLO 14)

(30 hours)

You will learn to use the advanced features of MS Word to produce professionally customized documentation. Macros and the advantages of the Wizards and templates supported within Word will be covered in depth. **Prerequisite:** Word - Specialist (or equivalent). **Software required:** Word 2002 or higher. **Textbook required.**

Word-Specialist (CSLO 66)

(30 hours)

Learn to use MS Word for Windows, a terrific word processing package that has the convenience of pull-down menus. Learn to create, edit, format and print documents. Use paragraph, page and character formatting commands. Create multiple page documents with tables, and desktop publishing with MS-Word. **Prerequisite:** Familiarity with Windows 95 or higher. **Software required:** Word 2002 or higher. **Textbook required.**

Working and Communicating in a Medical Setting (CSLO 100)

(36 hours)

Learn theory and techniques for successful verbal and non-verbal communication and effective work skills, including communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization, human relations. **No textbook required.**

Working with Families and Teams (CSAL 148)

(45 hours)

This course presents the students with theories, terminology and applications underlying current approaches to teamwork and working with the families of children with Autism Spectrum Disorders. The focus will be on effective collaboration with a multi-disciplinary team, which is essential to successful intensive behavioural intervention. Students will develop the interpersonal, job-oriented skills necessary to problem-solve as team members in a flexible, empathetic, resourceful, and productive manner. **Prerequisite:** Acceptance into the Autism and Behavioural Science Graduate Certificate program. **Textbook required.**

World of Work (CSGB 1)

(42 hours)

This course prepares students for the world of work by leading them through a process of exploring changes in the marketplace, researching their intended fields, and developing skills related to acquiring desirable employment. Students learn how to uncover their strengths, understand their motivations, establish goals and become successful workers in an ever-changing environment. **No textbook required.**

Writing a Business Manual (CSAL 81)

(24 hours)

This course teaches students how to write clear, concise, context-specific descriptive prose that will enable them to produce effective instructions and manuals. A project-planning approach to determining sections, headings, page layout and packaging will be examined in terms of audience analysis, the incorporation of visuals and collaborative writing. Students will complete a business manual suitable for use as a company handbook of operational policies, responsibilities and procedures. **Textbook required.**

Writing a Business Plan (CSAL 84)

(24 hours)

Writing a business plan is essential for your success as an entrepreneur and this course will help you to produce that plan. You will not be left to struggle with standardized forms that don't really fit your business idea, or with vague suggestions about how to proceed. At the end of this course you will have developed a complete business plan ready to implement your idea. This course will take you through the steps in preparing an effective business plan. It will help you clearly express your unique selling position, research market potential, develop customer profiles, prepare a financial plan with 12 and 24 month cash flow projections as well as determine your initial advertising and promotion strategies. **Textbook required.**

Writing a Marketing Plan (CSAL 85)

(24 hours)

Writing a Marketing Plan provides the fundamental skills and templates required to complete a comprehensive and practical marketing plan. Embellishing and enhancing the plan is really a function of writing savvy. This course focuses on the core concepts required to address product positioning, pricing, promotion, and place of distribution - the four P's of Marketing. This course provides a blue-print with easy-to-use templates which can be applied to any marketing plan. Turning the templates into a plan becomes a simple writing exercise. **No textbook required.**

Writing a Proposal (CSAL 52)

(24 hours)

Writing a Proposal is a project-based course that systematically guides students through the entire process of producing a proposal. At the outset, each student describes his/her chosen topic and produces an initial plan that defines the proposal's purpose and type, the target audience, and the sources of data to be used as support. Subsequently, students create a

hierarchical framework of headings, sub headings, and graphics which form the organizational basis of the document. This framework is then expanded into a detailed written outline, complete with topic sentences for each paragraph. Before drafting the proposal, students review paragraph structure, sentence composition, and word choice to ensure effective writing. Finally, the proposal is written and submitted for feedback. **No textbook required.**

Writing for Publication I (CSNC 22)

(45 hours)

The general objective of this course is to introduce students to creative writing and the publishing process. Students will follow the various steps of manuscript preparation, including conferencing, editing and proofreading. Students will examine the writer's craft using a wide range of professional works as models. **No textbook required.**

Writing for Publication II (CSNC 36)

(45 hours)

Focuses on the publishing process with emphasis on the Canadian magazine trade. Students will be encouraged to develop their ideas into acceptable compositions and to approach suitable publishers for their work. **Prerequisite:** Writing for Publication I. **No textbook required.**

Writing for Sales Material (CSAL 83)

(24 hours)

In this course, students examine the craft of persuasive writing as it is applied to sales letters and promotional material. Students learn to analyze the logical and rhetorical structure of effective sales material and to apply similar strategies to their own persuasive writing project. The media's use of literary techniques such as allusion and irony are examined and students practice the use of such techniques in persuading target audiences. **No textbook required.**

Writing Grammatically (CSAL 78)

(48 hours)

This course explains the rules of English grammar in a comprehensive, easy-to-follow manner. This course begins with a review of sentence parts, moves on to an in-depth explanation of sentence structuring, and culminates in a practical review of stylistic conventions in business writing. **No textbook required.**

Writing Mysteries (CSGB 3)

(36 hours)

Achieve a practical understanding of crime and mystery writing technique through workshop, discussion, instruction, reading and practical experience.

Writing Short Stories (CSAL 128)

(48 hours)

Writing short stories is an introductory course for the aspiring story writer which focuses on the particularities of this literary genre. Character development, narrative unity and plot construction are explored by analyzing selected short stories and participating in writing exercises. In the latter part of the course, students follow a step-by-step approach to producing a story suitable for publication. The process of submission for publication, as well as the various opportunities for publication, will be examined. **Textbook required.**