

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Abnormal Psychology	PGY1100	3	10077	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Emphasis is on the study of signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia and personality disorders. Additionally, there are discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. Course is fully online, asynchronous delivery.
			10119	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10078	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10120	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Aboriginal Victimization	NEC0100	2	10155	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Indigenous Peoples are over-represented both as victims and offenders. Students explore the impact of the residential schools, effects of colonialism on traditional values and culture, as well as structural victimization. Students critically examine and assess Canada's principal approaches to addressing victimization and offending by and against Indigenous Peoples. Through discussion and experiential learning from an Indigenous perspective, students gain insight and understanding of Indigenous teachings, Indigenous worldview, culturally relevant healing, crime prevention and restorative justice. Course is fully online, asynchronous delivery.
Abuse & Family Violence	ECE1200	3	10341	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Child and youth abuse identification and intervention are viewed as the responsibility of every individual. Abuse of children often occurs within the larger system of family violence. Impact of socialization and prevention programs will be examined as pertinent social issues. Assessment, treatment and prevention techniques and programs will be examined including conflict resolution skills. Course is fully online, asynchronous delivery.
AC and Heat Pump Inspection	HIC1006	3	10383	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Emphasis in this subject is on cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques. Course is fully online, asynchronous delivery.

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Accounting Basics I	ACC1041	3	10003	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces the student to how accounting information is used by, and meets the needs of both internal and external users through effective and efficient communication as well as what accounting information is required by a business concern to reflect clearly the operating results of the enterprise over its operating life. Throughout the course, students will be introduced to generally accepted accounting principles, the interpretation and preparation of financial statements and how this information is recorded in the various business records. Course is fully online, asynchronous delivery.
			10004	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10005	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10006	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Accounting Basics II	ACC1113	3	10007	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this second of the two introductory accounting courses, students will expand their understanding of accounting principles and concepts while covering specific topics including: capital assets, corporations' shareholders' equity, and bonds payable. Preparation of the Statements of Retained Earnings and Cash flows will also be covered. Finally, the students will expand their understanding of the role of financial statement users by studying financial statement analysis. Course is fully online, asynchronous delivery. Prerequisite(s): ACC1041, Accounting Basics I
			10008	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10009	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10010	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Adobe Dreamweaver Advanced	WEB1240	2	10429	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	A continuation of the Introduction course, Dreamweaver Advanced will present material for the serious or professional web designer. Concepts explored include: HTML5 and CSS3, typography, layouts, navigation, interaction design, managing CSS, working with javascript behaviours and CSS interactivity, utilizing advanced time saving features within Dreamweaver, and developing mobile websites using Dreamweaver and jQuery Mobile. Course is fully online, asynchronous delivery. Prerequisite(s): NET1001, Introduction to Dreamweaver
Adobe Illustrator: Digital	ADO1000	3	10204	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will help in developing the students' skills and knowledge in creating digital files for graphic design projects using Adobe Illustrator. As the graphic design industry changes through the development, advancement and integration of computer technology, the importance of learning Adobe Illustrator for the design and production of digital files becomes evident. Course is fully online, asynchronous delivery.
			10205	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Adobe Indesign Basics	CMP1008	3	10431	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course will cover the fundamental aspects of this rising star in the desktop publishing and design industry. Topics covered will include: creating master pages and single and multiple page documents with single and multiple text columns of text; importing text from various sources and flowing it into linked columns of various shapes and sizes; proper kerning/leading and spacing of text and; combining text with imported photos and graphics. Students will learn how to quickly change font or photo size and how to rearrange elements within a page. Assignments will include various document layouts that involve learning about objects, text, colour and fonts. The final assignment be a menu created with all the elements you have learned plus using tables.</p> <p>Course is fully online, asynchronous delivery.</p>
Adobe Photoshop 2	PHT1003	3	10427	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course will further develop the student's image correction and restoration skills using Adobe Photoshop. The student will be able to restore black and white images using Adobe Photoshop tools and gain skills in image correction by using, blurring, adjustment layer, layer masks and liquifying techniques. The student will produce content for various media.</p> <p>Course is fully online, asynchronous delivery. Prerequisite(s): PHT1001, Adobe Photoshop I</p>
Adobe Photoshop I	PHT1001	3	10424	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course will develop the student's design and image creation skills using Adobe Photoshop. The student will be able to source images, create, develop, and assess various design solutions and execute projects in a professional manner.</p> <p>Course is fully online, asynchronous delivery.</p>
Anatomy & Physiolog II for RPN	BIO1125	3	10189	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Anatomy and Physiology II continues to examine the normal structure and function of the human adult. The student relates knowledge gained in Anatomy and Physiology I to the study of the endocrine, circulatory, digestive, respiratory, urinary and reproductive systems. The concepts of water, electrolyte and acid-base balance are re-examined building on the foundation established in Anatomy and Physiology I. Learner preparation and learning activities are designed to promote critical thinking.</p> <p>Course is fully online, asynchronous delivery. Prerequisite(s): BIO1115, Anatomy & Physiology I for RPN, or BIO0100, Anatomy & Physiology I for RPN</p>
			10190	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Anatomy & Physiology I for RPN	BIO0100	3	10048	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Anatomy and Physiology I examines the normal structure and function of the human adult. The course begins with an orientation to the human body, the levels of organization within the body and the inter-related and interdependence of body systems. The concepts of metabolism, fundamental physiological needs and homeostasis are introduced. All knowledge is then applied to the study of the integumentary, skeletal, muscle and the nervous systems. Learner preparation and learning activities are designed to promote critical thinking. Course is fully online, asynchronous delivery.
			10049	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Annuals, Perennials, Bulbs	ENV1123	3	10358	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Consider annuals, perennials and bulbs for use in modern landscapes, with emphasis on identification, cultural requirements and ornamental value. Course is fully online, asynchronous delivery.
Art Through the Ages	ART1015	3	10185	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	A survey of Western artistic traditions beginning with the Italian Renaissance provides an understanding of continuity and change in art making. The exploration of art movements is framed thematically in relation to societal issues. This course will also introduce students to Asian, Islamic, First Nations and African art. The fundamentals of theoretical issues will be incorporated. Course is fully online, asynchronous delivery.
Artificial Intelligence	ITM1050	3	10213	11-Jan-22	1-Mar-22	21-Jan-22	25-Jan-22	12-Feb-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course explores the idea of artificial intelligence (A.I.) from three different perspectives: scientific, philosophical, and cultural. The scientific perspective provides insight as to how artificial intelligence technologies work, the current limitations, and supposed future potential. The philosophical perspective explores whether A.I. is good or bad, essential or dangerous, and what the future could hold. The cultural angle examines how society views A.I. and whether these views are accurate. Toward the end of the course deeper topics will be introduced including how A.I. compares to human intelligence, the singularity, and futurism. Course is fully online, asynchronous delivery.
			10214	1-Mar-22	19-Apr-22	8-Mar-22	15-Mar-22	2-Apr-22		

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Astronomy	AST1040	3	10330	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90	Astronomy is the study of all that which is beyond the Earth. This course examines the visible features of the sky—Moon, Sun, planets, stars, constellations, meteors and galaxies. Students will learn how to ‘navigate across the night sky’ by moving from constellation to constellation in a logical and progressive manner. In addition, students will examine the content of key constellations in detail and develop skills in analyzing and explaining unique astronomical phenomena. Course is fully online, asynchronous delivery.
			10331	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22	International: \$1201.68	
Behavioural Addiction	ADC1500	3	10333	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students critically review disorders characterized by diminished control over behaviour such as gambling, internet use, and gaming. These disorders have historically been conceptualized as impulse control disorders and / non-substance or "behavioural" addictions. An overview of disordered eating and sexual addiction will also be covered. Students study the classification of DSM. Course is fully online, asynchronous delivery.
Bldg/Maintaining Customer Rel.	CCC1100	3	10072	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs and fostering an environment that encourages customers to return. Course is fully online, asynchronous delivery.
Bridging Two Worlds: Indigenou	IND1007	3	10360	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is intended for students who want to familiarize themselves with Indigenous worldviews. It will allow participants to learn from Indigenous people to dispel stereotypes, myths and explore the historic and contemporary representations of Indigenous peoples of Canada. Using the Medicine Wheel to incorporate Indigenous ways of knowing, we will examine the important and significance of Land, Identify, Education and Health to Indigenous people. We will identify and discuss major events in Canada that have lead to the issues facing Indigenous people today and build knowledge and skills to interact in a mutually respectful way with Indigenous peoples in our communities and workplaces. Course is fully online, asynchronous delivery.

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Broadleaf Evergreens and Vines	BOT1003	3	10357	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements. Course is fully online, asynchronous delivery.
Business English Skills I	ENG0102	4	10263	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course emphasizes the writing of effective business communications, including letters, memoranda, email, and short reports. Other tasks include applying proofreading and editing skills. These skills will prepare the student for the work environment, which requires practical business writing to be clear, correct, and concise. Students are introduced to the research process and develop critical thinking skills. Course is fully online, asynchronous delivery.
Business Law I	LEG1000	3	10096	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students are prepared for a business environment increasingly affected by laws. They learn how laws must be understood and applied by management in the conduct of business. They also learn how to analyze a business situation from a general legal perspective. Emphasis is placed on methods of dispute resolution, contracts, torts, employment law, methods of carrying on business, creditors' rights, sale of goods and marketing law. Course is fully online, asynchronous delivery.
			10135	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10097	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10136	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Business Mgmt and Org Behaviour	BUS0101	3	10406	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject is an examination of the contemporary Canadian business environment including the organization, leadership and management decision process which influences the behaviour of individuals and groups. Increased global competition, technological change and the rising expectations of both employees and employers have underlined the need for improved and more effective leadership. This subject provides a better understanding of this process. Course is fully online, asynchronous delivery. Prerequisite(s): HRP0101, Human Resource Mgmt Principles, OR HRP7110, Human Resources Management, OR BUS2041, Human Resources Management
			10407	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10408	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10409	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

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Business Plan for Tradespesprs	CON1013	3	10071	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Ninety percent of all jobs in Canada are created by small and medium businesses and many of these businesses are in the skilled trades. An ever-growing demand for skilled trades results in great market opportunities for tradespersons. One of the important skills' gaps identified amongst tradespersons is the lack of business acumen and entrepreneurial skills. Business Planning for Tradespersons focuses on the tradesperson as an entrepreneur, guiding students through the steps of researching and developing a business plan at a level that is ready to implement. With the help of case studies, online collaborative tools, and design thinking methodology, students examine the steps and methods for developing a complete business plan, including marketing, operational and financial components in addition to evaluating the viability of business ideas. Course is fully online, asynchronous delivery. Prerequisite(s): BUS4320, Operating a Trades Budget, & CON1015, Financial Procees for Trades, & CON1014, Marketing a Trades Business, & CON1017, Trends & Innovation in Trades
Business Report Writing	BUS1171	3	10201	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The student learns how to structure written reports from memos to formal presentations in a way that is precise, clear and easy to read. This course is ideal for anyone who finds the report writing demands of the job outstrip their training. The student learns mastery of reports through a series of eight assignments ranging from simple memos to formal reports. Note, students are expected to enter this course with a firm mastery of the English language and proficient writing skills. Course is fully online, asynchronous delivery.
Business statistics	BUS1038	3	10186	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Throughout this course you will learn about various approaches to basic statistical methods. This course covers regression analysis, probabilities and distributions, sampling, statistical estimation and hypotheses testing. You will demonstrate various skills including problem solving, organization, troubleshooting, and analysis. The Students MUST purchase the textbook from their home college bookstore. There is an APLIA code specific to the College textbook. Course is fully online, asynchronous delivery.

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Business Writing Strategies	ENG1331	3	10092	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Effective and practical writing skills are important for successful communication in business. Students develop practical writing skills using basic word processing technology. They learn how to compose business correspondence including emails, memoranda, letters, and reports, with a focus on routine and persuasive messages. A review of basic grammar is also included. Course is fully online, asynchronous delivery.
			10131	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10093	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10132	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Calculus	MMT1210	4	10345	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	The basic concepts of calculus are introduced through an emphasis on applications and examples. Topics include limits, simple derivatives, derivatives of trigonometric and logarithmic functions, applications of derivatives, curve sketching, integration, and applications of integration Course is fully online, asynchronous delivery. Prerequisite(s): MMT1110, Technical Mathematics II
Canadian Literature	WRI1032	3	10302	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will allow students to read selected Canadian literature, including novels and short stories, and to analyse and discuss various key points of each piece of literature. Students will identify the different types of audiences intended for each literary piece. Some suggested areas of study for each novel will include selected key literary terms as well as discussion of the relevance of setting and plot in relation to Canadian culture and history, found in each individual piece. This course will focus on both reading literature as well as the use of proper written English. The novels chosen will also be explored in relation to their relevance to Canadian culture. Key literary terms and events will be discussed for each novel, including questions for each literary piece. Course is fully online, asynchronous delivery.
Canadian Politics	POL1001	3	10375	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Explain the structure and function of government within society with a focus on the Canadian context. Critically examine the complexities of the Canadian federal system in relationship to social, political, and economic change. Investigate the influence that geography, language, religion, and ethnicity have had and examine their implications to issues of regionalism and diversity. Explore the role of political parties and the electoral system and their influence on voting patterns and citizen engagement. Course is fully online, asynchronous delivery.

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Career Mapping & Job Attainmen	WRI1031	3	10301	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In today's competitive job market you want to ensure that your resume stands out from the competition. Find out how to apply with confidence for the job you want and have an interview that will "Wow" them. Learn how to write both effective job application and thank-you letters. Develop your understanding of networking and prospecting. Create a resume that will capture your perspective employer's attention and secure the interview that you would like. Find out how to interview like a pro. Get tips on how to dress and speak in an interview and discover other helpful interviewing tips that will help you get the job you want. Course is fully online, asynchronous delivery.
CCNA 1 Introduction	NET1400	5	10162	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Course is fully online, asynchronous delivery.
CCNA 2 Essentials	NET1401	5	10163	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. Course is fully online, asynchronous delivery. Prerequisite(s): NET1400, CCNA 1 Introduction
CCNA 3 Enterprise	NET1100	5	10164	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. Course is fully online, asynchronous delivery. Prerequisite(s): NET1401, CCNA 2 Introduction

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Censorship-The Media and You	SOC3001	3	10398	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Censorship, or the act of restricting material deemed unsuitable for public consumption, has existed throughout history. This subject will examine the concept of censorship, its history and application in current issues. Students will be exposed to controversial materials and immersed in the discourse of censorship in order to gain an understanding of who controls knowledge, why and to what effect. Course is fully online, asynchronous delivery. Prerequisite(s): ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			10399	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Child Development I	CHD1001	3	10198	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Child Development I provides a comprehensive introduction to the principles of child development. Throughout the course the student is introduced to the history, theories, themes, and methods of studying development. We will also examine heredity, conception, prenatal development, and birth. Finally, we explore the development of the child during the first two years of life which includes the rapid and radical changes during this relatively brief period, individual differences in patterns of development, and inter-relations between the child and his/her world. Course is fully online, asynchronous delivery.
			10199	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Child Development II	CHD1002	3	10200	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Child Development II continues the study of the principles of child development. Growth & development from preschool-age through early adolescence will be examined. Part One introduces the student to the rapid expansion of abilities in all developmental domains during the years from 2-6. Part Two examines the stage of developmental integration: the middle years, age 7-12. Course is fully online, asynchronous delivery. Prerequisite(s): CHD1001, Child Development I; OR ECE1120, Child Growth and Development
Children with Special Needs	ECE1202	3	10348	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to develop an understanding of various disabilities. Emphasis is placed on the educator's role in planning for individual needs, while supporting the needs of the entire group in an inclusive environment. The focus is on using a team approach, with active family involvement to support the child with special needs in inclusive educational settings. Course is fully online, asynchronous delivery. Prerequisite(s): PSY1050, Introduction To Psychology I, OR PSY1008, Psychology Introduction, & ECE1220, Child Growth / Development II, OR CHD1001, Child Development I, OR CHD1002, Child Development II

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Climate Change	GLW1002	3	10287	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course, students will research and discuss issues related to global climate change, developing skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating on-line and in writing. Students will develop an awareness of the current scientific certainties and evidence of global warming, adaption to a changing global climate and current political issues at a global and national level; including topics such as weather and climate, climate history, Earth's energy balance and climate change, greenhouse effect, International agreements, ethical responsibility of individuals, corporations and governments and the conflicts between national economic interests and the environment. This course meets the Ministry of Training, Colleges and Universities' General Education requirements in the area of Civic Life.</p> <p>Course is fully online, asynchronous delivery.</p>
Colour and Application	AFD0101	3	10312	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Learn about the most influential elements of design, through the use of colour and its application. Study the principles of colour in relation to psychology and design communications and learn how this theory relates to physical space and the world around them. Cover an historical period of colour trends, interior space, pop culture and its political influences, colour is studied from a practical world perspective.</p> <p>Course is fully online, asynchronous delivery.</p>
Comfort Measures	PAL1005	2	10195	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>The focus will be on comfort measures for the terminally ill patient. There will be an emphasis placed on promoting a realistic independence for the client based on his/her support systems.</p> <p>Course is fully online, asynchronous delivery.</p>
Commercial Construction Estim.	CON1008	3	10279	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course introduces students to measuring techniques for items in a commercial construction project. Utilizing Excel spreadsheets, students will interpret construction working drawings and specifications to measure items such as excavation, concrete, steel, etc. Emphasis is placed on accuracy of measurement, standard descriptions, logical sequence of take-off, and estimating principles. The parts of a detail estimate will be identified.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Commercial Construction Prnpl	CON1010	3	10278	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students explore various building materials and construction methodologies used in commercial construction, including: durability, availability, ease of construction, and aesthetic perspective. Studies include a review of commercial construction drawings and specifications. Students use a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites. In this online course students use a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites. Students participate in readings, quizzes, research, discussions and collaboration work groups. Course is fully online, asynchronous delivery.
Communication & Prof. Practice	HIC1010	3	10387	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is imperative that the home inspector be able to communicate clearly and effectively to ensure understanding of an inspection, once conducted. Students in this subject develop their oral and written communication skills, and learn the reporting requirements and proper conduct required of a professional in this industry. Course is fully online, asynchronous delivery.
Communication for Employment	ENG1018	3	10088	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and business writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments. Course is fully online, asynchronous delivery.
			10127	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10089	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10128	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Communication I	ENG1500	3	10285	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will develop their application of contemporary English grammar standards and organizational writing patterns, which together create a strong foundation for organizing and writing tasks in subsequent communications courses. Course is fully online, asynchronous delivery.
			10286	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Communication in a Dental Prct	OFF1002	1	10298	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$206.56 Senior (65+): \$162.60 International: \$464.86	In this course, students will focus on demonstrating effective communication skills in a dental office, utilizing telephone, email and texting. Areas of study will include relationships between co-workers and the professional dental community as well as effective time management. Course is fully online, asynchronous delivery.
Communication/Food Services Wo	HEA0104	3	10461	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on the communication skills required by the food service worker. General principles of human communication such as verbal interaction and listening are explored. Students will learn effective communication skills with patients, residents, co-workers and supervisors. Students will also have the opportunity to develop writing skills and presentation skills with a major emphasis on documenting and charting food intake measuring techniques, communication of therapeutic diets and nutrition support required for treatment. Course is fully online, asynchronous delivery.
			10462	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Communications	COM0104	2	10057	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Communication skills are essential to all aspects of life but specifically this course will address business communications. With the various technology tools available and communication mechanisms today it is important to know what is available and what mechanism should be used to communicate which message. Managing the various communication channels today requires time management and effective informal and formal communication skills. This course will cover the communication styles, mechanisms and presentation skills facilitating meetings, social marketing and ways to improve all communications. Course is fully online, asynchronous delivery.
			10058	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Communications for Business II	COM0103	3	10203	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The appropriate documentation and research required to execute an effective job search strategy will be created in this course. Report writing skills, involving detailed research and problem solving of current issues and solutions will be applied. Finally, this course will allow you to further develop effective oral presentation skills which will be invaluable in career development. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Communications II	ENG1192	3	10090	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Effective communication is an essential employability skill required for the workplace and attaining a career position. This course focuses on developing and enhancing personal presentation and communication skills required to function in the workplace. Students will research and prepare a variety of standard business documents and correspondence used across industries. An emphasis will be placed on researching and compiling a targeted job search portfolio that includes cover letter, resume, and related documents. Utilizing technologies for the purpose of creating a professional presence in digital environment is introduced.0 Course is fully online, asynchronous delivery.
			10129	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10091	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10130	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Comp Accounting & Business App	ACT0102	3	10176	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students in this course will gain practical hands-on experience using email, word processing, presentation, and accounting software. The Microsoft Office suite is the most prevalent used by business today and components of the Office package will be utilized in this course. Course is fully online, asynchronous delivery.
Compensation Management	CPN1000	3	10180	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course provides the student with the foundation of the reward systems found in all organizations, whether profit or not-for-profit. The course examines both the theoretical and applied aspects of the compensation function, with special consideration of the major factors that influence the actual design of a compensation system. Course is fully online, asynchronous delivery.
			10181	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
Computer Appl for Business I	CMP7005	3	10305	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This is a hands-on computer applications course that provides the student with the basic and intermediate word processing skills to produce professional business documents. Students will also develop expertise in electronic presentation software and spreadsheet applications in order to meet the demands of today's business industry. Course is fully online, asynchronous delivery.
Computer-Aided Drafting I	ACD1500	2	10013	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	In this course, students will be instructed in the hands-on use of computer-aided drafting using the latest version of AutoCAD. Topics include drawing setup, construction and modification, the use of layers, dimensioning, hatching, the creation and use of blocks, and the Design Centre, with the objective of producing industry-standard drawings. Students will be working on drawings that are related to their program of study. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Computerized Accounting	ACT0101	3	10259	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces students to a multi-module accounting software program designed for small to medium-size businesses. Students will use the software and their knowledge of Generally Accepted Accounting Principles (GAAP) to create and maintain accounting records, including period end procedures and the creation of financial statements for sole proprietorships. Note: This course uses Sage 50 Course is fully online, asynchronous delivery. Prerequisite(s): ACC1111, Financial Accounting I, or ACC1310, Intro Financial Accounting II, or ACC1041, Accounting Basics I or ACC1113
Computers I - Introduction	CPO0101	3	10432	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will familiarize students with the digital world by exploring the hardware and software of their computer system. Students will learn to use the most common functions of the Windows operating system including File Explorer for file management, utility programs, various web browsers for social media while observing and identifying security and privacy concerns and issues. Students will learn to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas using Microsoft Excel and create commanding presentations with Microsoft PowerPoint while using the cloud to store and access their files. Course is fully online, asynchronous delivery.
			10433	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10434	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10435	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Computers II - Introduction	CPO0102	3	10436	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This will course provide the student with more advanced and related skills in constructing spreadsheets using Microsoft Excel, developing presentations using Microsoft PowerPoint and creating, maintaining and publishing a database using Microsoft Access. Students completing this course will have a well rounded knowledge of the Microsoft Office Suite. Course is fully online, asynchronous delivery. Prerequisite(s): CPO0101, Computers I - Introduction

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Condo Admin. & Human Relations	BUS1119	3	10367	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$471.78 Senior (65+): \$339.90 International: \$1246.68	Delivered in partnership with the Association of Condominium Managers of Ontario, ACMO you will examine the information, knowledge and skills required for effective condominium management. Build on the knowledge gained in the Condominium Law course through the application of the Condominium Act, including amendments made in Protecting Condominium Owners Act, 2105 and other legislation in day-to-day operations. Focusing on the practical aspects of management and communication in condominiums, the following topics will be among those covered: the development of a condominium, the first year, preparing for and managing Board and General meetings, contracting, staff management, condominium insurance, communication, writing and negotiation, ethics, as well as dispute resolution and conflict avoidance.
			10368	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		As of November 1, 2017, this is one of the four courses which are the educational requirements for a general license under the Condominium Management Services Act. This Act requires all condominium managers and providers in Ontario to be licensed. For more information on licensing, contact the Condominium Management Regulatory Authority of Ontario (CMRAO) at www.cmrao.ca . This is also one of the four courses which is compulsory for those managers who wish to write the Association of Condominium Managers of Ontario's RCM exam. For more information on the RCM, contact ACMO at www.acmo.org . Course is fully online, asynchronous delivery.
Const. Bluprints & Methods	CON0102	3	10050	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course provides an introduction to basic blueprint reading and common methods of construction. Students will use construction drawings to discuss topics ranging from soil evacuation to roof design. Legal concepts of building/planning codes and statutes are discussed. Students will gain a foundation of residential/commercial construction principles and codes in practice today. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Construction Contracts & Docum	TRD1004	2	10076	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	As projects become more complex it is important that all the parties involved (owner, architect, engineer(s) and general contractor construction) have a proper understanding of contract documents and their relationship to the entire project. This understanding of contract documents is essential to prevent or minimize disputes and claims, which can be very costly. Students are introduced to the documents that form a construction contract. The course builds upon the principles of law and introduces the most commonly used standard forms of construction contracts issued by the Canadian Construction Documents Committee and the Canadian Construction Association. Basic building law, contractual responsibilities and obligations are explored. Students understand the importance of construction specifications and review construction bonds and lien act in the construction industry. Course is fully online, asynchronous delivery.
Contemporary Canadian Issues	EGH1020	3	10086	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	A critical understanding of contemporary Canadian issues is vital to being an active member in our democratic society. Students explore a variety of topics and analyze their ethical implications and relevance to Canadian life. Discussions, debates and other collaborative activities offer opportunities to consider recent controversies from different perspectives, and use of a variety of media (e.g. newspapers, articles, and other resources online) allows for in-depth reflection on the history and current state of a range of social and political topics. Course is fully online, asynchronous delivery.
			10125	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10087	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10126	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Corporate Service Culture	BUS2491	2	10075	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Students review the basics of corporate culture and how corporate culture impacts on customer service. Areas of study include service environment, organizational openness and influencing others to adopt a service culture. As a project, students learn to create a customer service culture action plan based on identifying gaps between current and desired practices. Course is fully online, asynchronous delivery.
Cost & Managerial Accounting I	ACC1122	3	10011	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces managerial accounting concepts and terminology including the elements of a job costing system, the application of cost-volume-profit analysis, and the application of job order costing, process costing, and activity-based costing. Course is fully online, asynchronous delivery. Prerequisite(s): ACC1100, Intro Financial Accounting I, or ACC1111, Financial Accounting I, or ACC1041, Accounting Basics I
			10012	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Cost and Managerial Acct II	ACC1012	3	10001	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course examines the various approaches to the treatment of fixed manufacturing overhead on income statements, various approaches for measuring performance including use of segmented income statements, various methods of allocating service department costs and the costs of a joint processes, various methods of arriving at prices for products and services, the nature and importance of accounting for quality costs, and various methods of analyzing cost behavior. This course continues to introduce managerial accounting concepts and terminology. The key topics include cost behaviour, inventory costing, budgeting and control, standard costs and variance analyses, relevant costs for decision making, and allocation of service department costs. Course is fully online, asynchronous delivery. Prerequisite(s): ACC1122, Cost and Managerial Accounting I
			10002	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Counselling Gender & Diversity	SSC1009	3	10153	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students will enhance their capacity in working with members of non-dominant populations. Students will facilitate development of self-awareness, theoretical knowledge, and skill acquisition. Assignments will entail a strong component of personal reflection and self assessment. Students will develop knowledge and skills necessary to inform work with multicultural and diverse individuals and groups identified by age, ability, gender, sexual orientation, race and ethnicity, and socioeconomic status, etc. Students will critically examine the concept of diversity, stigmatized social identities, and the impact on services and supports. Course is fully online, asynchronous delivery.
Creative & Critical Thinking	LDC1010	2	10481	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Thinking is any mental activity that helps formulate or solve a problem, make a decision, or fulfill a desire to understand. Today more than ever, leaders need to be creative and critical thinkers in order to deal with all aspects of organizational, strategic and societal situations or environments. You will learn how to think creatively and critically and apply those skills to both professional and personal situations. For leaders, fine-tuning your creative and critical thinking skills will assist you in strategic planning, decision-making and problem solving. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Creative Writing - Beginners	EGH1000	2	10477	11-Jan-22	22-Mar-22	21-Jan-22	25-Jan-22	26-Feb-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Beginner writers and those with previous writing experience will hone their skills, benefit from a series of exercises and get involved in creative writing and critical reading. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor. Course is fully online, asynchronous delivery.
Criminal Code and Civil Law	LAW0101	3	10244	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will enable the student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. This course will also enable the student to analyze the rights and obligations of citizens involving areas of civil law. The student will recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. The student will develop legal research and analysis skills to locate, interpret and apply statute and case law. Course is fully online, asynchronous delivery.
Criminal Psy-Psychopathic Mind	PGY1300	3	10065	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	What makes a psychopath tick? Are they born that way, or are they products of society? Are serial killers really possessed with evil, or do they know exactly what they are doing? In this course, students will study how and why some individuals become criminals and why some actually become killers. You will study what is known about serial killers, stalkers, rapists and criminals. Also, the latest techniques used in criminal profiling and questioning will be examined. Course is fully online, asynchronous delivery.
			10066	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Criminology	CRW0101	3	10152	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Criminology seeks to understand the underpinnings of criminal and deviant behaviour. Students examine this behaviour through sociological, biological and psychological perspectives. Students apply this knowledge in critical examination of Canadian and global crimes and statistics. A contemporary look at victimology and restorative justice is also provided. Course is fully online, asynchronous delivery.
Crisis Intervention	PSY2051	3	10202	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces students to the skills used to recognize the need for, and understand the steps to, effective crisis intervention as they apply to callers, family members, friends and co-workers. Emergency services providers, in particular, are exposed to Critical Incident Stress (CIS) situations that may lead to the need for interventions to mitigate/prevent the development of Post Traumatic Stress Disorder (PTSD). The focus of this course is to make the student feel confident and competent in understanding and responding to a diverse range of crisis situations. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
CRM and Selling	BUS4325	3	10388	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course is designed to provide students with the essential skills required to be a sales professional in a Business-to-Business (B2B) environment. The course will explore computer and communication technologies as they apply to business-to-business selling and will provide an introduction to the use of customer relationship management (CRM) and web selling. Students will develop their skills by creating a detailed step-by-step sale simulation of a product or service using a consultative approach and creating a win-win environment for both the prospect and the seller delivered via YouTube.</p> <p>Course is fully online, asynchronous delivery.</p>
Cults and Terrorism	CAT2000	3	10063	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course, students will explore the historical evolution and social impact of cults and terrorist groups. Students will learn ways to identify and define cults. Using discussions and active learning approaches, students will examine what motivates cults and terrorist groups with a specific lens towards violent activity. The impact of media and globalization will also be discussed. Students will advance their social and cultural understanding and gain awareness of cults in contemporary society. Students in this course will discuss the validity of historical evidence and research historical interpretations of events using relevant and recent sources.</p> <p>Course is fully online, asynchronous delivery.</p>
			10064	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Customer Service Modern Apprch	BUS2461	3	10168	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course is designed to help students understand the concept of customer service to both external and internal customers to support their careers and personal growth as service providers. Due to globalization, organizations increasingly require that employees have the knowledge and skills to deliver exemplary service to meet the needs of a diverse clientele. Informed by an understanding of the processes involved in creating customer loyalty, retention and satisfaction, students will be able to utilize verbal and nonverbal communication skills to achieve the highest level of customer satisfaction in a variety of industry settings. Course is fully online, asynchronous delivery.</p>
Dealing with Difficult People	HUM2003	2	10475	11-Jan-22	23-Mar-22	21-Jan-22	25-Jan-22	27-Feb-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>Understanding people and being able to work with them is one of the major keys to management and life success. In this course, students will learn to identify and cope with some of the most difficult behaviours you may encounter. Topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with individuals.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Deciduous Shrubs	ENV1122	3	10356	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Explore and learn about a broad range of deciduous shrubs suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Course is fully online, asynchronous delivery.
Dental Office Procedures	OFF1001	4	10297	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will demonstrate knowledge of Dental terminology, anatomy and general dental procedures. They will differentiate between the dental specialties and utilize that knowledge to book appointments accordingly. Students will be able to maintain patient records while demonstrating basic accounting and Microsoft Office skills. Course is fully online, asynchronous delivery.
Design Thinking	BUS4311	3	10079	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Design Thinking uses a designer mindset to produce business innovations in products and services, with a focus on deep understanding of and empathy with the people who use them. Following a holistic innovation process for an area of interest or organization, students build an initial business case and apply design thinking and creative problem-solving strategies to make innovation a sustainable practice. Course is fully online, asynchronous delivery.
Developing Client Service Team	MKT1018	3	10074	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students explore the economics of client value and the importance of building a quality service delivery team that ensures that service is provided in a stellar fashion and that employees buy into corporate culture and strategies that deliver the bottom line stakeholders are hoping to achieve. Course is fully online, asynchronous delivery.
Developing Effective Teams	MGT1011	2	10369	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	New and aspiring supervisors develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. Participants learn how various team structures can help organizations make the most of their human resources. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Development Psychology	PGY1000	3	10067	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Using a developmental psychology lens, this course focuses on providing students with an opportunity to improve understanding of self. Through personal reflection, students will examine the human lifespan from conception and prenatal development through old age and death. Students will gain understanding and perspective of their development across physical, cognitive, social, and personality contexts. Examination of fundamental theories, historical arguments/perspectives and current issues provide opportunity for critical thinking and application of influences to one's development within the student's life. Course is fully online, asynchronous delivery.
			10068	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Diets: Impact of Nutrition	NTN0100	3	10313	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students explore concepts of human nutrition as they relate to fad diets and cultural norms, while gaining an understanding of the impact nutrition has on wellness and disease. They will examine a range of popular and culturally-specific diets are critically examined and assessed based on current practice and scientific evidence. Using a variety of interactive learning tools, students investigate the links between the major nutrients and personal health. Further, comparison of individual diet and nutrition standards allows for a thorough understanding of connections between nutrition and health. Students use existing knowledge to evaluate the benefits and consequences of popular “fad” diets. Cultural diet norms and popular diet trends are explored with a focus on the overall impact on individual and population wellness. Finally, through scientific investigation of emerging literature, the impact of scientific change is appreciated. Course is fully online, asynchronous delivery.
Digital Pedagogy	LST1005	3	10335	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Digital pedagogy deals with not only the use of technology, but the appropriate use of technology to enhance the learning experience and engage the learner. This course will prepare students to evaluate, recommend and implement digital tools in a face to face, online, or hybrid environment. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Dispute Resolution	HUR1110	3	10173	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course surveys the major methods currently in use by organizations for resolving disputes by situating alternative dispute resolution in its historical, social and legal context. Various ADR techniques will be examined and compared, and participants will be provided with an overview of ADR mechanisms, their advantages and disadvantages, and recognize the appropriate situations in which to apply them. Special emphasis is placed on developing mediation skills. Critical issues such as getting parties to the table, ethical issues of the mediation process, power imbalances, the appropriateness of mediation and issues of culture, race and gender are addressed. Technical aspects of the mediation process covered include: stages in the mediation process, how to determine the interests of the parties, how to generate options for settlement, and how to get beyond impasses. Negotiation models and the practical techniques necessary to negotiate effectively are also covered. Participants also examine a range of formal and informal dispute resolution models currently in use by organizations.</p> <p>Course is fully online, asynchronous delivery. Prerequisite(s): HRP0101, Human Resource Mgmt Principles</p>
Diversity & First Nations	NTS1020	3	10243	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course provides students with introductory knowledge about diverse populations, faiths and cultures. In the context of law enforcement, students will be provided tips on dealing with various victimized persons and the mentally ill. Basic concepts such as culture, ethnicity, race, and discrimination are explored with a view to preventing racial profiling. Students are exposed to societal factors that contribute to crime or stereotypes among various populations. Students will reinforce concepts surrounding community policing in the context of diversity. Laws which influence the protection or discrimination of various communities are also explored. Students will be provided introductory knowledge about First Nations, Metis and Inuit peoples. Topics include history, socio-economic issues, beliefs, treaties, residential schools and the criminal justice system.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Donor Relations in Fundraising	MKT1124	3	10146	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The funding relationship between the charitable sector, corporations and individual donors is integral to fundraising. Students explore the needs, requirements and motivations of donors (corporations or individuals) and what sustains long-term partnerships with the non-profit sector. They also learn to identify, analyze and rate potential prospects and prepare a solicitation approach accordingly. Course is fully online, asynchronous delivery.
Drawing Realistic Subjects/Col	DRW0101	3	10446	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Beginners and more experienced artists will learn step-by-step to create realistic coloured pencil drawings. With still life, landscape, animals and portraiture as subject matter, you will take part in detailed tutorial instruction. Learn professional techniques for layering, stroking, burnishing and stumbling in creating smooth backgrounds, fur and skin tones. An informative online discussion forum will provide you with a classroom environment to learn drawing techniques, while critiques will offer support, suggestions and improvements. You can view the instructor's work and list of supplies at www.RealisticDrawing.com/ Course is fully online, asynchronous delivery.
Drawing Realistic Subjects/Pen	DRW0102	3	10447	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Beginners and those with some drawing experience will learn how to draw with step-by-step instructions. Learn professional pencil shading, blending and erasing techniques. There are twelve tutorials including still life, landscape, animals and portraiture. An informative discussion forum will provide you with a classroom environment to learn drawing techniques and artistic tips, while critiques will offer support, suggestions and improvements. At completion of this online course, you will have a portfolio of realistic detailed pencil drawings. You can view the instructor's work and list of supplies at www.RealisticDrawing.com/pencil Course is fully online, asynchronous delivery.
ECE Practices Introduction	ECE1015	3	10206	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to familiarize students with early childhood education from theoretical, practical, and political points of view. Various types of early learning and care will be examined in relation to the needs of children, families and educators. Students will be introduced to Ministry of Education documents and regulations, in addition to professional organizations and applicable legislation which affects early learning and care policies and operations. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Electrical Inspection	HIC1002	3	10381	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject prepares students to inspect the performance of the following components of electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices, and fixtures. Course is fully online, asynchronous delivery.
Employment Law	HUR1600	3	10267	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Employment law affects numerous human resource management activities including planning, recruiting, selection, compensation, retention, and termination of employees. The purpose of this course is to review the legal and managerial implications of employment law for human resource management. It includes the formation, terms, regulation and termination of the employment relationship. The course topics include: sources of employment law; whether individuals are employees or independent contractors; discrimination and human rights; employment standards; the duties employees owe to employers; the duties employers owe to employees; formation of the employment contract; the terms of an employment contract; privacy; termination of employment; wrongful dismissal; health and safety; workplace safety and insurance; equity issues; and how employment related information can be found on the internet. Course is fully online, asynchronous delivery.
Employment Law for Leadership	LDC0101	2	10059	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Today's workplace is highly regulated from the commencement of the employment relationship through to its termination. An examination of both statutory law and common law will be undertaken in both federal and provincial jurisdictions. Students will review employment standards, health and safety, labour relations, pay equity, and human rights legislation as it applies to management and unionized employees and leaders. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Entrepreneurship	ENT1000	3	10208	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will cover a wide variety of topics for those interested in starting, or seeking employment in, a small business. The course will capture the entrepreneurial spirit, and students will get first-hand exposure to the benefits and drawbacks of starting a new business and being your own boss. Issues pervasive in small businesses such as spotting trends or taking advantage of niche business opportunities will be discussed and factored into class exercises. Students will have the opportunity to practice start-up skills through feasibility analysis, the idea pitch, defining markets, targeting customers, operations, and deciding on which type of business to start. The ability to maintain and sustain operations of a small business will be experienced with particular attention to budgeting, forecasting, and cash management. In this course, students will have an authentic opportunity to test their entrepreneurial skills through a real business venture. Course is fully online, asynchronous delivery.
			10209	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Env. Mgmt Systems & Audits	ENV3800	3	10264	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course examines environmental management systems in compliance with environmental laws and regulations. The course introduces students to the concept of environmental management systems and their role in reducing overall environmental impacts in industry and business operations. The course provides students with an overview of the purpose of an EMS model, how companies adopt and implement them, and the overall framework of EMS models. The course also focuses on specific EMS models, including ISO 14001 systems, and teaches students about the auditing process as a management tool for environmental performance. Course is fully online, asynchronous delivery.
Environmental Citizenship	ENV1001	3	10094	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Environmental Citizenship is based on the principles of national citizenship, yet it goes beyond political borders to emphasize global environmental rights and responsibilities. An environmental citizen is committed to learning more about the environment and to taking responsible environmental action. Through a combination of interactive activities, assignments and discussions, students learn how they are personally connected with current environmental issues. Students are also encouraged to adopt attitudes and behaviours that foster global environmental responsibility. Course is fully online, asynchronous delivery.
			10133	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10095	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10479	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Environmental Geology	GEO1009	3	10329	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	You will examine the exciting and dramatic interactions between Geology and the surrounding environment. You will consider Geologic events—such as volcanoes, tsunami, earthquakes, landslides and avalanches—with a particular approach to their impact on humans and other life. In addition, you will analyze human responses to these hazards and disasters with a perspective towards the future. Furthermore, you will study the relationships between human activity and geology and the impact of one upon the other. Course is fully online, asynchronous delivery.
Ergonomics	OHS0101	3	10151	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	An overview of ergonomic principles highlights basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Course is fully online, asynchronous delivery.
Essentials of Writing Fiction	MGT1400	3	10084	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Core elements needed for creative writing are covered. Students gain an understanding of the process of creative writing including theme, setting, plotting, characterization and the use of dialogue, enabling them to successfully discover their writer's voice and build confidence in their writing abilities. Course is fully online, asynchronous delivery.
Essentials/Health Records Mgmt	HCP1020	3	10455	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course studies the record keeping practices in hospitals and physician's offices. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, qualitative analysis, release of information, forms control and design, indexes and registers, reimbursements, regulatory and accrediting agencies, and alternate health care delivery systems. Course is fully online, asynchronous delivery.
Ethical Issues in Business	BUS3805	3	10188	1-Mar-22	19-Apr-22	8-Mar-22	15-Mar-22	2-Apr-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Organizations which are supportive of a positive ethical culture enjoy critical competitive advantages, such as a good reputation and the respect and support of their clients, employees and other stakeholders. This course is designed to assist employees in developing and understanding a framework with which to make ethical decisions. Cases will be drawn from real business situations. Research papers and case studies will be used to formulate the discussion topics. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Ethical/Legal/Spiritual Cncrns	PAL1006	3	10193	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will provide an overview of ethical, legal and spiritual issues in palliative care. Death and dying in relation to various life stages and cultural influences will be explored. Course is fully online, asynchronous delivery.
Excel - Core	EXL1005	3	10437	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learn to use Microsoft Excel to create and format spreadsheets in order to analyze data and make more informed business decisions. You will discover how to; create, edit, format and print workbooks; use mathematical formulas and functions; create and format charts and shapes; insert images; cut, copy and paste data. Course is fully online, asynchronous delivery.
			10438	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10439	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10440	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Excel Expert	EXL0103	3	10441	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to teach advanced topics of MS Excel by building upon the topics covered in the course COMP8166 (Excel Core). Students will learn how to create and analyze spreadsheets using PivotTables and PivotCharts, and Excel's What-If analysis tools. Students also learn many of Excel's advanced functions, including logical and conditional, financial, date and time, and database functions and also how to create their own custom functions. In addition, students learn how to protect and share their workbooks. This course helps prepare students wishing to pursue the MOS certification exams for Excel Expert (Excel Expert 2016 exam 77-728 and Excel Expert 2019 exam MO-2019). Course is fully online, asynchronous delivery. Prerequisite(s): EXL1000, Excel, or EXL1005, Excel - Core
			10442	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Exterior Inspection	HIC1007	3	10385	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall coverings and inspect all aspects of the exterior named above. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Family Dynamics	ECE0100	3	10352	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Explore the Relationship between the individual and the family and the meaning of family within a socially diverse context. Examine the dynamics, changes and challenges within families, and enhance self-awareness regarding personal experiences, beliefs and values. Course is fully online, asynchronous delivery.
Field to Fork-Intro Food Sys.	AGR1001	3	10325	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In an age of the 4000 km caesar salad and the 100 mile diet, with 800 million hungry people on Earth and over 1 billion overweight, understanding the "food system" is a hot item on the menu. How do we, and how should we eat for the 21st Century? How do we build the sustainable local and global food systems we want? This course explores these questions by following food's circular journey - from the farm fields where heirloom and biotech seeds are sown; into chicken McNugget and artisanal cheese factories; out to A&P, farmers markets, and restaurants; onto our dinner tables, forks and taste buds; and back to the beginning via composters and landfills. It's a wild mix, including issues like biotechnology, organic farming, globalization, climate change, peak oil, water scarcity, food security, obesity, hunger, the global food price crisis. At the centre of the course, and certificate program it serves as an introduction for, are the practical opportunities and challenges of making food system changes happen on local and global political, economic and ecological levels. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Fin. Plann. for Condo Managers	BUS1077	3	10353	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$471.78 Senior (65+): \$339.90 International: \$1246.68	<p>Delivered in partnership with the Association of Condominium Managers of Ontario, ACMO you will examine the financial management of condominium corporations. Topics covered include: the accounting process, financial administration, General Ledger and coding, Financial Statements (FS), presenting FS to the Board, understanding and preparing budgets, Reserve Funds, the Audit, investing and borrowing.</p> <p>Knowledge of Microsoft Excel and Word required.</p>
			10354	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		<p>As of November 1, 2017, this is one of the four courses which are the educational requirements for a general license under the Condominium Management Services Act. This Act requires all condominium managers and providers in Ontario to be licensed. For more information on licensing, contact the Condominium Management Regulatory Authority of Ontario (CMRAO) at www.cmrao.ca. This is also one of the four courses which is compulsory for those managers who wish to write the Association of Condominium Managers of Ontario's RCM exam. For more information on the RCM, contact ACMO at www.acmo.org.</p> <p>Course is fully online, asynchronous delivery.</p>
Finance	LDC1008	2	10349	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>Leaders in any organization need to understand the cost of doing business. Financial documents are used to explain how money is used in a business and can be interpreted to predict an organization's success. The ethical and effective use of financial statements and ratio calculations for forecasting and budget preparation can ensure investments or withdrawals within an organization will produce a healthy return or mitigate decline in other areas. Knowing the processes for assessing ROI, creating a budget and anticipating variances are critical in any organization in order to make effective decisions.</p> <p>Course is fully online, asynchronous delivery.</p>
Finance & Accounting Math	BUS1039	4	10187	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>This course introduces the student to the concepts and procedures of the time value of money calculations used in Mathematics of Finance. It covers topics in simple interest, compound interest, simple and general annuities, bonds and cost-benefit analysis.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Finance Non-Financial Managers	FIN1011	3	10184	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Managers, entrepreneurs and other business professionals require a basic knowledge of accounting and finance principles to be effective in business. Topics are presented in practical manner, and include financial statements such income statements, balance sheets and cash-flow statements, decision-making through financial analysis, profit planning, budgeting and control, time value of money, and sources of financing. Through this graduate certificate course, participants will gain knowledge and confidence to participate more fully in making business decisions in an organization. Course is fully online, asynchronous delivery.
First Nations Peoples	NTS1111	3	10282	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Will increase knowledge and awareness of important issues in the Aboriginal cultures of Canada. The legal status of Aboriginal People will be explored along with Aboriginal rights and self-determination. Other critical issues relating to land claims, justice and social services will be studied. Course is fully online, asynchronous delivery.
Francais I	FRE1001	3	10229	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The objective of this course is mastery of rudimentary language skills. With the use of simple structures and vocabulary, learners describe personal attributes, formulate simple questions and responses and conjugate in the present tense. Emphasis is given to speech as well as written forms. Students use technology for oral communication practice and evaluation. Short texts bring to light family life and French culture, relating to customs, activities and celebrations in Canada and around the world. Course is fully online, asynchronous delivery.
			10230	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10231	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10232	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Francais II	FRE1002	3	10233	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The student will sustain development of language skills by extending vocabulary with regard to all activities after work such as weekend chores, leisure, sports including holidaying abroad. The grammatical structures at this level continue to be simple. Through systematic exercises the student becomes more confident and moves on from level 1 present tense and near future to the past tense. The student at the end of this level will be able to share more extensively life at home as well as describe a real or imagined past holiday in a French speaking country. Course is fully online, asynchronous delivery. Prerequisite(s): FRE1001, Francais I
			10480	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Francais III	FRE1003	3	10235	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90	The progressive acquisition, reinforcement, and creative use of language structures will give the student confidence to self-expression. By analyzing, comparing and applying the French past tenses, the student will have the basic tools to story telling. At this level, the student will be encouraged to express simple and complex sentence structures. Anecdotes by authors from French speaking Canada will serve as models for the final task. Course is fully online, asynchronous delivery. Prerequisite(s): FRE1002, Francais II
			10234	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22	International: \$1201.68	
Francais IV	FRE1004	3	10236	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In addition to a more rigorous approach to vocabulary and grammatical structures with every class the student will continue to develop everyday situations practiced at earlier levels. Grammatical sentence structures are more complex at this level with the expansion of the past, present, future and conditional verb tenses. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Towards the end of the course language skills include the ability to convey necessity, obligation, probability, and or expectation with regards to past experiences, work and education and the future. Course is fully online, asynchronous delivery. Prerequisite(s): FRE1003, Francais III
Francais V	FRE1005	3	10237	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The objective of this course is to expand vocabulary skills through exposure of the diversity of the French language. This is done with the support of literary, political, social and cultural articles from the French speaking world. At this level, grammatical and sentence structures are interesting and complex. At the end of this course the student will have discussed and researched current affairs of French speaking Canada, given an opinion, given advice; expressed regret to hypothetical actions in the past, as well as applied verb tenses that establish sequential order to past actions. Course is fully online, asynchronous delivery. Prerequisite(s): FRE1004, Francais IV

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
FUNdamentals of Entrepreneurs	ENT1006	3	10273	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	FUNdamentals of Entrepreneurship is a gamified business simulation where students assume the role of an entrepreneur pursuing their passion of selling clothing online and in their retail store. The player subscribes to the guidance of a business coach and builds a successful venture in a virtual neighbourhood. The player can upgrade their store and operations by completed learning modules and testing. Through self-paced gameplay, students learn important concepts from Finance, Human Resources, Marketing, Health and Safety, Risk Management and more. In the process, they acquire the skills to effectively run a company as they upgrade their operation by completing learning modules and quizzes. Each student has a unique playing experience via in-game customizations such as avatar creation and store design. All content is contained within the game – no textbook is required. Course is fully online, asynchronous delivery.
			10274	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
Fundamentals of Horticulture	ENV1121	3	10355	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Examine and investigate horticulture through a practical overview of horticulture that ties together various fields by illustrating common background, principals and nomenclature. Course is fully online, asynchronous delivery.
Fundraising Management Process	MKT1122	3	10109	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Accountability and transparency are key in today's society. Students develop realistic marketing, communication and financial plans that reflect the budgetary obligations of an organization, learn how to inspire general public interest and establish trust in the brand of the organization they represent. Students learn the importance and role of marketing, public relations and financial management in the world of fundraising. Course is fully online, asynchronous delivery.
Game of Soccer- Impact on Soc.	SOC1004	3	10317	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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 behaviors influenced by soccer ideology and its effects on “pop culture”. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Global Citizenship	GLW1001	3	10347	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>The world is shrinking. The ice caps are melting. A sneeze, thousands of kilometres away, starts a health pandemic, and technology enables us to intimately view not only earthquakes and tsunamis but human rights violations around the world. This reality calls for an understanding of sustainability, diversity, and social justice. A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help students gain personal understanding of themselves as citizens of the world and apply it in their own lives.</p> <p>Course is fully online, asynchronous delivery.</p>
Grammar / Writing Professional	EGH1300	3	10310	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Grammar for Writing Professionals aims to provide students with a thorough knowledge of the editing and proofreading process. Potential editors, writers and proofreaders will find this course particularly helpful. They will gain experience recognizing and correcting errors in accordance with accepted Canadian standards. The course also emphasizes the importance of working as part of an editing team to help produce acceptable full length manuscripts.</p> <p>Course is fully online, asynchronous delivery.</p>
Growing up Digital-Living/Work	DGT1002	3	10169	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Guidance of the Young Child	CHD1000	3	10196	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Early childhood professionals play an important role in creating inclusive and responsive learning environments to benefit all children and families. Central to this role is recognizing the value of all relationships that nurture children's development, their sense of self and promotes pro-social behaviours. The philosophical tenets of responsive and authentic relationships will be explored within various theoretical frameworks. The learning environment is celebrated as a "teacher" because of its significant influence on children's development, sense of belonging and well-being. The organization of space optimizes the potential for indirect guidance, inquiry and engagement. The physical space is constructed to facilitate children's development of self-regulation and independence. Students will gain insight into the characteristics of quality environments for young children. Course is fully online, asynchronous delivery.
			10197	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Hacker Tech, Tools and Inc.	ISP0101	4	10268	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	Students examine and analyze the landscape, key terms and concepts. Security professional need to know about hackers and computer criminals who break into networks, steal information, and corrupt data. Students examine how attacks target networks and the methodology they follow. Course is fully online, asynchronous delivery.
Happiness: Pathways & Pitfalls	SSC1011	2	10337	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	In this course, you will explore the nature of happiness (what it is and isn't) and why the things we think will make us happy, so often don't. More importantly, you will become familiar with evidence-based activities, habits, strategies and circumstances that are known to increase happiness, and can be applied to your own life and the lives of others. Course material will be drawn primarily from the fields of Positive Psychology, Humanistic Psychology and Evolutionary Biology, but will also include explorations of happiness as reflected in the works of popular artists, musicians, and writers. Throughout the course, you will be encouraged to develop a personal philosophy of happiness that combines your own unique characteristics with evidence-based strategies for creating a well-lived life. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Heating Inspection I	HIC1003	3	10382	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject covers installed heating systems (gas and oil furnaces and hot water boilers). Emphasis is on the inspector's ability to identify the energy source, type, material, condition, and safety concerns, as well as inspecting the heating equipment. Course is fully online, asynchronous delivery.
History of Ind. Canadian Rel.	HST2500	3	10158	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course provides an overview of the historic stages of the relationship between Indigenous peoples in Canada from contact to present day. It will explore the different world views at contact, the years of cooperation and negotiation through the fur trade and treaty making era and the impact of government colonial policy on Indigenous nations. The course will also explore the constitutional recognition of Aboriginal rights which provide an important context for understanding contemporary issues between Indigenous and Canadian societies including land claims, treaties and self-government. Course is fully online, asynchronous delivery.
History of Photography	PHT1020	2	10370	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world. Course is fully online, asynchronous delivery.
Hockey Hall of Fame Presents	SPO1001	3	10377	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject details the incredible growth of Canada's national pastime, including the NHL's formation, the "original six" and national/international expansion. Course is fully online, asynchronous delivery.
			10378	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
How to Start a Small Business	BUS2336	2	10422	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course will guide the businessperson or entrepreneurial thinker through the process of setting up a business. Content includes forms of ownership, market research, marketing and advertising, promotional planning, financing, operations, writing a business plan and personal skills. This course exposes students to the elements involved in designing a successful business. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
HTML Introduction	HTM1006	3	10246	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90	Students will learn some of the most important topics of HTML, from the basics of creating Web pages with graphics and links, using tables, and controlling page layout, to more advanced topics including cascading style sheets, and adding pre-written JavaScript to HTML documents. Also how to create a multimedia Web page, and create a Web page with forms. Software Required: Any word processing software Course is fully online, asynchronous delivery.
			10247	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22	International: \$1201.68	
Human Anatomy & Physiology	BIO1233	4	10359	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	Offers a comprehensive study of anatomy and physiology in a condensed timeline. Topics covered range from anatomical terminology, chemistry, cell structure and function, tissues, and the integration, organization, and control of the human body systems. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Course is fully online, asynchronous delivery.
Human Behaviour at Work	HUM1034	3	10260	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Understanding human relations is essential for career and personal success. This course draws on sociological, psychological, ethical, and legal perspectives to enhance understanding of effective interactions in today's workplace. The course includes an experiential component where students learn and practice effective teamwork skills. Course is fully online, asynchronous delivery.
Human Relations	HUR0101	2	10346	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	What makes people tick . . . and how to keep them going! Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance. Course is fully online, asynchronous delivery.
Human Relations - LDC	LDC1004	2	10320	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course will provide leaders with the appropriate skills and knowledge to be able to effectively recruit personnel, train them, and manage their performance in a professional manner. Leaders will use their knowledge of the concepts of statutory and common law to conduct interviews, handle performance problems, counsel and discipline as required, plan and direct training needs assessments, methods and program delivery. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Human Resource Mgmt Principles	HRP0101	4	10221	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	Specific focus is on the factors that affect the overall atmosphere in the workplace and that which contributes to an environment conducive to maximum productivity. Students will be introduced to effective strategies for hiring, motivating, managing, training, and retaining staff. Students will study the following topics: the strategic importance of Human Resources and the role of the HR Manager; competitive challenges facing Human Resources; job analysis and design; Human Resources planning; recruitment and selection; orientation and training; employee relations; performance management; compensation; employee benefits and services; labour relations; health and safety; equity and diversity; and international human resources management. Significant emphasis will be placed on the team approach to creative problem-solving techniques and their application to selected case studies and a project that replicates actual on-the-job activities. Successful completion of this course, with a minimum final grade of 65%, will qualify as an approved credit towards the academic component of either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designations granted by the Human Resources Professionals Association (HRPA). Course is fully online, asynchronous delivery.
			10222	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10223	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10224	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Human Resource Planning & Dev1	HRI1100	3	10414	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The focus is on human resources (HR) planning and includes the design of employee evaluation plans. Students learn how to forecast the human resources needs of an organization and to relate the requirements of the organization within ambient socio-political situations. Course is fully online, asynchronous delivery.
			10415	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10416	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Human Sexuality	PGY1010	3	10061	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course comprises an analysis of human sexuality drawing on historical, theoretical, cross cultural, and life cycle perspectives of sexual attitudes, behaviours, development, and experiences using a Canadian cultural lens. Selected topics may include, gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. Course is fully online, asynchronous delivery.
			10062	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
I Write the Songs	MUS1008	3	10299	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Creating poetic lyrics suitable for the profession of songwriting student will learn a variety of genres to direct their talents. Special consideration for the purpose of presentation to music producers and agents will be discussed. Course is fully online, asynchronous delivery.
Inclusive Leadership Practices	LDC1012	3	10172	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this final course in the Inclusive Leadership Practices program, the focus will be on defining inclusive leadership strategies for effectively leading and managing organizational change. Students will examine these strategies and reflect on them to support their own growth as effective leaders for inclusion. Students will research the leadership of a current workplace as it relates to the focus on inclusive leadership practices. Course is fully online, asynchronous delivery.
Indigenous ID & Relat. to Land	IND1001	3	10159	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will require students to experience and explore Indigenous cosmology(s), knowledge(s) and world view(s) as it relates to the land. The influence of land on Indigenous worldview(s) will provide a way of understanding contemporary perspectives of identity and self-determination. In addition, students will be encouraged to examine and locate their own identity and world view in relation to these concepts. Course is fully online, asynchronous delivery.
Indigenous Peoples - Global	IND1008	3	10174	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will examine contemporary issues relevant to Indigenous peoples around the globe. The course will begin by exploring patterns and themes of Indigenous histories, including the varying impact of European colonialism and settlement. Central to this study is an analysis of land claims settlement issues, the quest for self-government, housing, education, culture, health and various environmental and social issues that Indigenous peoples are facing. The course will move to focus on the contemporary revitalization, repatriation and preservation methods employed by Indigenous peoples and governments around the world. This method of inquiry will afford the opportunity to compare the challenges and aspirations faced by diverse Indigenous communities. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Industrial Relations	IRL1000	3	10417	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The subject will explore the nature of the industrial relations process. Considerable emphasis will be placed on negotiating and administering the collective agreement through to grievance arbitration. Course is fully online, asynchronous delivery.
			10418	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Institutional Food Service	HRM1001	3	10457	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on the food service worker's role in health care food service with an emphasis on requirements under the Long-Term Care Homes Act. Various food production, delivery and service systems will be introduced and departmental operations such as purchasing, receiving, storage and inventory will be discussed. Quality management and costs controls will also be addressed. Course is fully online, asynchronous delivery.
			10458	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Instructional Design Principles	EDU1016	3	10391	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course explores the foundational principles of instructional design including learning theories and pedagogical models that are commonly used in the instructional design process. The student will write and align measurable learning outcomes with curriculum and ensure course content is compliant with current industry design and accessibility standards. Course is fully online, asynchronous delivery.
Integrating AT & LS	AST2060	4	10284	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will build on their knowledge of the learning process for youth and adults, and cover the theoretical and conceptual frameworks underpinning the instruction and development of effective metacognitive learning strategies for students with learning disabilities. Relevant research and useful resources will be examined; including the Planning for Success Self-Assessment Inventory tool. Students will explore common criteria for success; including: study skills, note-taking, time management, reading comprehension, written expression, mathematical problem solving, and managing anxiety. Course is fully online, asynchronous delivery. Prerequisite(s): AST2050, Intro to Assistive Technology; & LST1001, Intro to Learning Strategies; & LDS1201, Intro to Learning Disabilities
Interior and Insulation Inspec	HIC1009	3	10386	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Focus is on the inspection of thermal insulation, vapor retarders and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed countertops and cabinets, and garage doors/door operators. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Interviewing and Investigation	CWP1212	3	10343	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on interviewing and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note taking and observation skills. Course is fully online, asynchronous delivery.
Intro to Assistive Technology	AST2050	4	10283	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will learn about the different types of Assistive Technology (AT), and develop competency in their application with students with learning disabilities (LD). Students will also learn the process involved with the selection, installation, and use of Text-to-Speech (TTS) software and Speech Recognition (SR) software. Participants will apply the Planning for Success Self-Assessment Inventory to a volunteer student with a learning disability to determine the appropriateness of this intervention technique, and to become more proficient in training students with learning disabilities to use the equipment and technology suitable to their learning needs. Course is fully online, asynchronous delivery.
Intro to Childrens Literature	EGH1004	3	10394	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces students to various texts and sources in the domain of Children's Literature, and gives students the opportunity to discuss the many genres, issues, and theories that pervade the field, while simultaneously helping them gain practice analyzing literature for children with various critical literary elements in mind. Course is fully online, asynchronous delivery. Prerequisite(s): ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			10395	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Intro to Condominium Law	LAW1028	3	10362	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$471.78 Senior (65+): \$339.90 International: \$1246.68	Delivered in partnership with the Association of Condominium Managers of Ontario, ACMO, you will examine the legislative framework surrounding the creation, operation and management of condominium corporations in Ontario. Protecting Condominium Owners Act, 2015 amends the Condominium Act, 1998 and introduces the licensing of condominium managers under the Condominium Management Services Act, 2015 (CMSA). Explore a range of issues affecting condominium corporations in Ontario, including consumer protection, management contracts, dispute resolution and both recent and anticipated legislative reforms. Students will also be introduced to the major players in the condominium world, including various administrative authorities and regulators.
			10363	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		As of November 1, 2017, this is one of the four courses which are the educational requirements for a general license under the Condominium Management Services Act. This Act requires all condominium managers and providers in Ontario to be licensed. For more information on licensing, contact the Condominium Management Regulatory Authority of Ontario (CMRAO) at www.cmrao.ca . This is also one of the four courses which is compulsory for those managers who wish to write the Association of Condominium Managers of Ontario's RCM exam. For more information on the RCM, contact ACMO at www.acmo.org . Course is fully online, asynchronous delivery.
Intro to Financial Management	ACT1200	3	10402	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The focus of this course is to provide students with an understanding of accounting, financial statements analysis, and managerial accounting-based decisions used by business and human resources managers. The fundamental principles of financial and management accounting will be combined with practical applications relating to various organizational forms. Using accounting information to help effect plans, controls, and decisions will be emphasized. It is recommended that students have a basic knowledge of accounting before taking this subject. Course is fully online, asynchronous delivery. Prerequisite(s): HUR1000, Principles of Human Resources, or HRP0101, Human Resource Mgmt Principles
			10403	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10404	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10405	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Intro to Geology: An Overview	GEO1010	3	10322	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Geology is the study of a dynamic Earth that is changing on a daily basis due to tectonic activity, volcanoes, earthquakes, landslides, meteorite strikes, tsunami and more. This introductory course outlines the formation of the Earth in the context of the formation of the Universe and Solar System. It examines the history of the Earth and of the Moon and its formation. Course content includes an examination of the properties of the Earth, its dynamic activities, its rocks and minerals and fossils, and the uses of rocks and minerals. An examination of the careers that are associated with geology is included. Course is fully online, asynchronous delivery.
Intro to Intercultural Commun.	BUS1009	3	10470	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students taking this course will learn the definition of culture and will be introduced to inter-cultural communication theories such as differences in gestures, personal spaces, and customs. By identifying intercultural issues in North American society, student will learn how they can apply intercultural communication theories to their daily lives and how they can respect and understand persons from other cultures. The main objective of this course is to create an environment in which students will feel comfortable communicating with people from different cultures and backgrounds. As part of the course, students will communicate with people from other cultures electronically. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills particularly as they apply to communicating with people from other cultures. Course is fully online, asynchronous delivery.
Intro to Interior Decorating	AFD1000	3	10051	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will cover the basic principles and elements of design, the importance of room decor, and the major categories of style types. We will review the types of career options in the field of design, the components of a professional portfolio, and client needs assessments. Basic knowledge of floor plans, window treatments, lighting, colour schemes, and styles will be examined and implemented in a colour board presentation at the culmination of the course. This will become the first addition to your portfolio. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Intro to Learning Disabilities	LDS1201	4	10290	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>In this course, students will learn about the history and current definition of, 'learning disability' and explore the many types and facets of learning disabilities, and their impact on social, emotional, and academic life. Students will have the opportunity to expand their current understandings of assessments and how psycho-educational reports are used to create learning plans for academic settings. Students will reflect on the narrative accounts of students and adults living with learning disabilities, and will use these stories of experience to reflect upon and challenge personal views. Legal foundations and professional standards as they pertain to learning disabilities will also be explored.</p> <p>Course is fully online, asynchronous delivery.</p>
Intro to Learning Strategies	LST1001	4	10292	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>In this course, students will build on their knowledge of the learning process for youth and adults, and cover the theoretical and conceptual frameworks underpinning the instruction and development of effective metacognitive learning strategies for students with learning disabilities. Relevant research and useful resources will be examined; including the Planning for Success Self-Assessment Inventory tool. Students will explore common criteria for success; including: study skills, note-taking, time management, reading comprehension, written expression, mathematical problem solving, and managing anxiety.</p> <p>Course is fully online, asynchronous delivery.</p>
Intro to Petrology (Rocks)	GEO1016	3	10323	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Petrology is the study of rocks. This course examines the different categories of rocks, the processes by which different rocks are created, the characteristics of rocks that allow them to be identified, and the location of different types of rocks.</p> <p>Course is fully online, asynchronous delivery.</p>
Intro to Python Programming	CMP1061	3	10314	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course students install and set up a Python development environment and learn to apply fundamental concepts of Python programming by manipulating various data types. Through hands-on assignments, students execute Python scripts that use logical operators, conditional statements, and loops.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Intro to Research Design	RES1003	3	10170	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Knowledge and skills involved in research are often required for academic and workplace progression and development. The course develops the learners' research literacy by introducing the learner to research concepts, methodologies and techniques used in business, health, engineering, community services, and media. The course examines historical, cultural and worldview (global) perspectives that underlie decisions about research. Participants will also address ethical responsibilities inherent in research processes and products. The goal of the course is to enable to identify and critically interpret research evidence to support their decision-making processes in the work environment and in one's day-to-day life. Course is fully online, asynchronous delivery.
Intro To Sustainable Developme	SUS1000	3	10275	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces the concept of sustainable development to a broad audience. Students are presented with the factors that affect the environmental, economic and social sustainability of our communities. The course investigates the development of human populations and how their need for resources (e.g. energy, food, water) has compromised the natural ecosystems. Social and economic factors are explored in the context of social equality and sustainability in the local and global economy. The effects of individual lifestyle changes on the sustainability of communities are also examined. Students have the option to take this course in a Hybrid format (partially in class and partially online), or completely online. Course is fully online, asynchronous delivery.
Intro. Complementary Therapies	HEA1165	3	10167	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this introductory survey course you will study the history, development and practical application of complementary therapies and modern medicine. Examine numerous specific complementary therapies from historical, theoretical, and practical application perspectives. Therapies in recognized courses of study or certification which are offered in the complementary care practice courses will be highlighted. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Introduction Arts & Sciences	HUM1066	3	10261	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>GNE101: Introduction to Arts and Sciences focuses on fundamental questions. How do we know what is real? What makes us who we are? What forces shape our world? What makes us happy? Students will explore these questions through an issues-based approach that addresses concerns relevant to everyday life: Are there different ways of knowing? Is the self – one’s identity, character, behaviour – the result of natural forces or cultural conditioning or both? How much control can individuals have in the face of powerful natural and cultural forces? What kinds of fulfillment might we strive for in an imperfect world?</p> <p>Students will explore these questions through an interdisciplinary approach that introduces them to various fields in the Humanities, Social Sciences, and Natural Sciences. They will be encouraged to search for answers that make sense of their life experiences via various theoretical perspectives introduced in the course through readings, on-line lessons, and class discussions.</p> <p>Course is fully online, asynchronous delivery.</p>
Introduction to Dreamweaver	NET1001	2	10428	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>In this introductory course, you'll learn to create a professional website without having to write code by hand and covers HTML5 and CSS3 for responsive web design. You will also learn how to create HTML-based headings, paragraphs, lists, and tables; insert graphics; add links to text and images; apply cascading styles sheets; and customize the Dreamweaver workspace. And finally, publish a finished site to the Web.</p> <p>Course is fully online, asynchronous delivery. Prerequisite(s): HTM1006, HTML Introduction</p>

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Introduction to E-Business	BUS1021	3	10104	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students are provided with tools, skills, an understanding of technology, business concepts and issues that surround the emergence of electronic business. Emphasis is on that part of the Internet known as the World Wide Web (WWW), where such tools as browsers are used. In addition to acquiring basic skills for navigating the Internet, students develop an understanding of the current practices and opportunities in electronic publishing, electronic shopping, electronic distribution and electronic collaboration. Students also explore several of the problems surrounding electronic business and commerce, such as security, authentication, privacy, encryption, safeguarding of intellectual property rights, acceptable use policies and legal liabilities. Course is fully online, asynchronous delivery. Prerequisite(s): ISP1001, Introductory Computer Skills, or ISP1100, Intro to Computer Competency, or CPO0101, Computers I - Introduction
			10141	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10105	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10142	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Introduction to Fundraising	MKT1121	3	10108	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students gain an overview of the principles, ethics and practices of professional fundraising and a systemic examination of the critical thinking strategies and preparation that is required before an organization can engage in successful fundraising. Students examine the evolution of fundraising in North America, the role the voluntary sector plays in today's society and the changing nature of the position of a fundraising professional. Students also analyze the needs of an organization and apply fundraising approaches that best suit the organization's needs. Course is fully online, asynchronous delivery.
Introduction to GIS	EPT2300	3	10361	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Gain an understanding of GIS fundamental concepts and terminology including the role of GIS in business, government, surveying and natural resources. Learn how to create and manipulate data using GIS. Examine the collection, management, analysis and presentation of spatial data, concepts of database systems, data modeling and digital mapping. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Introduction to Health	HEA2001	3	10266	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In our increasingly complex world there is a growing awareness that health care delivery is in a crisis situation. In order to make the best decisions, health care professionals must be aware of how our health care system works, where it has come from, the future of health care, and where health professionals fit within the bigger picture. This course is designed to introduce the student to these concepts by examining the interrelationships between the individual, community and international health care. Also covered in this course is, the role stress plays in health, alternative and complementary health care, as well as personal and professional ethics, attitudes, and values.</p> <p>Course is fully online, asynchronous delivery.</p>
Introduction to Nutrition	HEA1012	3	10465	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course introduces students to the basic principles of human nutrition and the role of nutrition in the health care environment. Nutrient composition of foods and current nutrition recommendations for carbohydrate, fat, protein, vitamins, minerals and water will be discussed. An introduction to digestion, absorption and transport of nutrients will be provided. Energy balanced and body composition and special considerations for nutrition throughout the lifecycle will also be explored.</p> <p>Course is fully online, asynchronous delivery.</p>
			10466	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Introduction to Pharmacology	PHR1000	3	10321	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course will provide an introductory examination of pharmacology and expand your knowledge base of a variety of drugs and interactions. You will examine drug legislation, pharmacological actions and come to understand the responsibility of handling and dispensing medications. This is not an applied medications course. A prior knowledge of Medical Terminology is highly recommended.</p> <p>Course is fully online, asynchronous delivery.</p> <p>Prerequisite(s): MDT1000, Medical Terminology</p>

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Introduction to Philosophy	PHL1001	3	10371	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will provide students with an introduction to philosophy as well as an opportunity to examine and discuss issues that are widely debated amongst philosophers. Issues such as skepticism, free-will and the existence of a God will play prominent roles in this course. Students will examine classical and modern philosophers as they struggled with their own thoughts as they were compared to more accepted religious and scientific theories. Readings will focus upon philosophers such as Plato, Socrates, Locke and Descartes, as well as more prominent contemporary philosophers Robert Nozick, Hilary Putnam and Thomas Nagel. Students will be introduced to philosophical arguments and the forms and methods in which arguments should be conducted and analyzed. Course is fully online, asynchronous delivery.
Introduction to Project Mgmt.	MGT1300	3	10147	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Project management practitioners need to understand the established industry norms, methods, and practices for managing all stages of the project life cycle and its related processes. Students are introduced to the fundamental principles of project management, such as project strategy, selection, scheduling, risk management, quality assurance, performance measurement, audit and closure. By participating in discussions, analyzing readings, and conducting preliminary research, students acquire a working understanding of project management knowledge and theory. Course is fully online, asynchronous delivery.
			10148	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10149	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10150	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Introduction to Sociology	SGY1100	3	10254	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
			10255	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10256	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10257	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Japanese I	LNG1010	3	10304	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed for the business traveller, individuals employed in the tourism and hospitality fields and any member of the general public who would like to gain a basic understanding of conversational Japanese. Elementary Japanese vocabulary and grammar, phrases, expressions, and dialogue drills will be studied. Students will also examine Japanese culture, customs, and society. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Java Advanced	JAV1106	3	10166	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course deals with advanced programming concepts using Java. We will learn how to build Java programs that can access and manipulate data from database tables. We will further look as how to access database via Java servlets on the Internet. With the popularity of object-oriented programming and database systems growing, and increasing demand for e-commerce applications these are important and relevant skills to learn. Course is fully online, asynchronous delivery. Prerequisite(s): JAV1003, Java Introduction, & JAV1500, Java Intermediate
Java Intermediate	JAV1500	3	10426	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course expands upon the basic skills you have in developing Java applications to developing more robust Java applications. You will learn some of the more advanced Java topics such as utilizing inheritance, the swing toolkit, layout managers, the event model, exceptions and file input/output. Software: JAVA SDK, JAVA IDE - both free downloads. Course is fully online, asynchronous delivery. Prerequisite(s): JAV1003, Java Introduction
Java Introduction	JAV1003	3	10425	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course provides the beginning programmer with a guide to developing applications using the Java programming language. This course covers object-oriented programming concepts including: creating and using classes and methods, loop structures, string method, if/thenelse, JOptionPane Class and arrays. Course is fully online, asynchronous delivery. Prerequisite(s): HTM1006, HTML Introduction
Java Script	JAV1005	4	10248	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This subject introduces the student to computer programming using the JavaScript programming language. While JavaScript is the language of instruction, the course covers the essential concepts and constructs which are part of most modern programming languages, including sequence, selection, repetition, variables, arrays, and objects. This course leads the student from writing the simplest of programs to creating programs that interact with the elements in a web page. Using only a simple text processor and a browser, the student will write and run programs that utilize variables, calculations, arrays, if statements, loops, objects, and events. In addition to writing programs, the student will also be instructed in the elements of good programming style and their importance. Course is fully online, asynchronous delivery. Prerequisite(s): HTM1006, HTML Introduction

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
LD's and Other Disorders	LDS1610	4	10291	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will build on their knowledge of the learning process for youth and adults, and cover the theoretical and conceptual frameworks underpinning the instruction and development of effective metacognitive learning strategies for students with learning disabilities. Relevant research and useful resources will be examined; including the Planning for Success Self-Assessment Inventory tool. Students will explore common criteria for success; including: study skills, note-taking, time management, reading comprehension, written expression, mathematical problem solving, and managing anxiety. Course is fully online, asynchronous delivery. Prerequisite(s): LDS1201, Intro to Learning Disabilities
Leadership in a Team Environme	BUS1051	3	10098	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Teams have the fundamental building blocks of organizational structure. The skills and abilities needed to lead a team-based organization are examined. Leading in a team environment requires competencies, tools and techniques that focus on group dynamics rather than solely on individual performance. Learn how to mobilize participation, build consensus and enable individuals to maximize their team's ability to achieve results. Course is fully online, asynchronous delivery.
Leadership in Contemp Workplac	BUS4321	3	10171	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course provides students with the opportunity to analyze the evolving nature of contemporary workplaces in an increasingly globalized world. Various models of leadership will be examined with a focus on practices that build effective work environments. Students will explore and reflect on their own values and beliefs relative to leadership practices. Course is fully online, asynchronous delivery.
Leading Responsibly	LDC1009	2	10161	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Sustainability in business is often related to profitability. Organizations now need to incorporate practices that include a more holistic approach to the responsibility corporations have to their communities and the environment. Leaders need to assess the impact of the business in an ethical and globally sustainable way using measures such as Corporate Social Responsibility and triple-bottom line accounting. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Leading Teams	LDC1006	2	10281	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course will examine the leader's role in the development and success of teams in the workplace. Leaders will learn the differences between a group and a team, analyze various types of teams including Self Directed Work Teams, and explain how coaching and mentoring skills assist team effectiveness. Course is fully online, asynchronous delivery.
Legal Aspects of Business	MOG1011	3	10295	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will provide students with an understanding and appreciation of the legal environment in the Canadian business context. The focus will be on the legal framework that impacts regional business practices. Course is fully online, asynchronous delivery.
Legal Terminology	LAW1050	3	10423	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students will build a vocabulary of common legal terminology used within a law office, government agency, court systems, social services and current affairs through practice, study guide and quizzes. Course is fully online, asynchronous delivery.
Legalization of Cannabis	LAW1032	3	10211	11-Jan-22	1-Mar-22	21-Jan-22	25-Jan-22	12-Feb-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	After a prohibition that has been in place for almost 100 years, the Canadian government legalized the recreational use of cannabis in 2018. This makes Canada only the second country in the world (behind Uruguay) to do so at a national level. Students will examine the history of cannabis within Canada, develop insights into the factors behind the decision to legalize, discuss Bill C-45 and the Cannabis Regulations, and explore the emerging and dynamic infrastructure surrounding the legal recreational use of cannabis. Course is fully online, asynchronous delivery. Prerequisite(s): MUST BE 19+ TO TAKE COURSE
			10210	1-Mar-22	19-Apr-22	8-Mar-22	15-Mar-22	2-Apr-22		
Let's Start Ojibwe	NTS1400	3	10350	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to introduce students to Anishinaabemowin (Ojibwe language). It will provide the learner with a basic framework of Anishinaabemowin orthography. The focus of the course will be on the reading and writing of the language. The learning is reinforced through the use of on-line tutorials as well as practice in order to enhance the learners understanding of the structure and pronunciation of the language. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Let's Talk Sports	SPO1000	3	10390	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject combines both the fun of participating in lively sports debates and the practical techniques that will help students to improve their communication skills. Students will receive a behind-the-scenes look at sport issues by examining topics such as sport and politics, commercialism, and the Olympic movement. Through this course, students will better understand the major problems and controversies surrounding the impact of sports upon society. Course is fully online, asynchronous delivery.
Macroeconomics	ECM1300	3	10082	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Knowledge of contemporary macroeconomic issues is essential to understanding the world we live in. Students investigate fundamental macroeconomics principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Through a combination of instruction and practical application, students examine unemployment, inflation and economic growth, as well as evaluate government use of fiscal and monetary policy in dealing with these key macroeconomic issues. In addition, Canada's international economic relationships are explored. Individual assignments and formal examinations are used to assess student knowledge of key objectives. Course is fully online, asynchronous delivery. Prerequisite(s): ECM1200, Microeconomics
			10123	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10083	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10124	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Management Principles	MGT1700	3	10100	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Focus is placed on the development of modern management; organizational theory; the processes of planning, organizing, directing, and controlling; communications; behavioural strategies and techniques; ethical and social responsibilities in the practice of management; and an overview of human relations. Course is fully online, asynchronous delivery.
			10137	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10101	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10138	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Managing Change	LDC0100	2	10182	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Today's leaders are often called upon to implement and support the change process. They need to be able to identify and respond to internal and external factors that will determine when and what type of change initiatives are required. Environmental scanning, identifying trends, implementing and measuring successful change are all essential to developing and managing change to the benefit of the organization. Organizational readiness and risk assessment will also be covered in the context of best practices. Course is fully online, asynchronous delivery.

Continuing Education Course List – Winter 2022

Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Mang. a Diverse Learning Env.	TAD1016	3	10154	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learners explore two key aspects of managing a diverse adult learning environment. In the first section of the course, learners discover the intercultural differences in adult learning styles, preferences and educational expectations and compare these to learning in a Canadian learning environment. In the second section of the course, learners develop the capacity and competencies to recognize how diversity impacts the learning experience and develop the tools and confidence to manage and plan for the complexities that surface in such a learning environment. Course is fully online, asynchronous delivery.
Marketing Digitally	MKT1012	3	10238	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on the latest in digital based marketing tools and strategies including: search engine optimization, website analytics, social media platforms, and mobile communications. The main focus will be to enable students to develop and implement integrated marketing campaigns and strategies by leveraging multiple digital marketing platforms in a simulated Business-to-Consumer (B2C) environment. Course is fully online, asynchronous delivery. Prerequisite(s): MKT1250, Marketing II
Marketing I	MKT1131	3	10326	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Marketing 1 is the first course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: marketing process and marketing environments; marketing planning and information collection processes; buyer behaviour and targeting strategies; and marketing mix (two components of the mix are discussed: product and price). Course is fully online, asynchronous delivery.
			10327	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
Marketing II	MKT1250	3	10328	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Marketing 2 is the second course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: price strategy and management; distribution management; marketing communications; and emerging directions in marketing. The first three segments of Marketing 2 provides coverage of the remaining components of the marketing mix that was introduced in Marketing 1. Course is fully online, asynchronous delivery. Prerequisite(s): MKT1004, Foundations of Marketing, OR MKT1131, Marketing I

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Material & Operations Mänge.	MGT2305	3	10102	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Operations managers make tactical decisions in support of carrying out the vision and strategies for businesses in the supply chain and/or in service production. Students are introduced to the responsibilities and current tools of operations and supply chain managers in manufacturing and non-manufacturing organizations. Topics include quality management, layout management, location, inventory management, MRP and ERP, and JIT/Lean. Course is fully online, asynchronous delivery.
			10139	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10103	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10140	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Med Conditions for Med Office	MED0101	3	10270	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented. This course is open to people currently employed in health related areas or to those who hope to do so in the future. Course is fully online, asynchronous delivery.
Medical Keyboarding	MED1050	3	10269	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to familiarize the user with medical keyboarding, medical terminology in medical documentation, and medical office skills. It includes case histories for timed writings, medical terminology, medical letters, and a variety of medical reports. These exercises will help the learner increase their knowledge of terms they will encounter on the job, and will improve their keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included. This course is a prerequisite for the Beginning Medical Transcription course. Course is fully online, asynchronous delivery.
Medical Office Procedure	MED1040	3	10272	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Medical Office Procedures is designed for the learner who is pursuing a career in health administration in a physician's office, clinic, or hospital setting. It will include information on professional and career responsibilities, interpersonal and written communications, safety standards, infection control, records management, order entry, financial administration, and managing the medical office. The Canada Health Act and the principles of OHIP medical billing will be introduced. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Medical OHIP Billing	HEA1085	3	10456	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is designed to provide the student with the basic principles of efficient Health Claim Billing in Ontario. The student will learn how to use the Schedule of Benefits and Preambles of the Ministry of Health, as well as be introduced to computerized billing. Course is fully online, asynchronous delivery. Prerequisite(s): MDT1000, Medical Terminology
Medical Terminology	MDT1000	3	10448	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Develop the language required to communicate effectively in a medical setting. Medical terminology and word structure related to twelve body systems will be studied. Terminology related to basic diagnostic procedures and basic pharmacology will be included. Course is fully online, asynchronous delivery.
			10449	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10450	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10451	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Mental Health Accommodations	LDS1005	4	10289	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will explore access to general accommodations for students learning disabilities and reflect on the potential barriers to education faced by those experiencing mental health disorders. This course will outline key mental health accommodations and accessibility services provided by student support offices and support personnel within an academic environment and during transition stages. Students will engage in discussions will create transition plans to support an individual with an LD and mental health disorder to access services and strategies necessary for academic success. Course is fully online, asynchronous delivery. Prerequisite(s): LDS1201, Intro to Learning Disabilities

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Mental Health and Society	HEA1170	3	10070	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course focuses on a multi-disciplinary examination of the ways in which mental health and addiction are viewed by society and how these perceptions influence society's response to the practical and socio-political aspects of mental illness. Students will examine personal attitudes, societal myths, and stereotypes related to mental illness and addiction. Students will be challenged to critically reflect upon how their personal orientations and resulting behaviours about mental illness, addiction, and wellness impact their cultural, societal and political beliefs.</p> <p>Drawing on literature, arts, politics, media, medicine, and the social sciences, students will critically examine mental illness and addiction as a social construct and contrast and compare assumptions of agency, normalcy, treatment, and recovery. Students will also learn firsthand from those with mental illness, evaluate the effects of mental illness in special populations including Indigenous people and the elderly, and apply their learning through health simulation activities. Finally, students will explore ways that those affected by mental illness and addiction construct and assess themselves.</p> <p>Course is fully online, asynchronous delivery.</p>
Methods of Fundraising	MKT1123	3	10145	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Issues and processes involved in designing, planning and organizing special events are presented. Students examine the organization, advantages and disadvantages of special events as a fundraising technique including tasks and responsibilities, working with committees, creative development of event concepts, scheduling and budgeting and strategies for maximizing profits from the event. Corporate partnerships and grant seeking, and entrepreneurial and third-party fundraising activities are also examined. Students develop fundraising plans according to the needs and capabilities of the organization they represent, such as finances and human resources. Relationships with the corporate sector and the means to identify their interest in fundraising are explored.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Microeconomics	ECM1200	3	10080	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Knowledge of contemporary microeconomics issues is essential to understanding the world we live in. Students examine fundamental microeconomic principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Students examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures, as well as evaluate the effects of government intervention in the economic marketplace. Course is fully online, asynchronous delivery.
			10121	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10081	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10122	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Middle Ages & the Modern World	GEN1005	3	10052	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The course will provide students with an introduction to the impact that major cultural traditions of the Middle Ages have had on the modern world. The course will include myths, narratives, images, and other forms of representation from a variety of Western European national and religious traditions. Topics may include the study of kings, warriors, saints, knights, mystics, mythological heroes, and exotic beasts such as dragons. It will also include examinations of medieval-themed material in modern popular culture, including fictional writing, movies, video games, businesses and historic sites, both online and offline. No prior knowledge of medieval studies is required. Course is fully online, asynchronous delivery.
Myths and Legends	MYT1000	3	10396	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Classical myths and legends is a course abounding in fantasy and reality. It delivers legendary classical tales of human passion, human folly, and human dilemma. With celebrated epics, tragedies, and comedies, we journey into timeless problems of love, hate, war, sin, tyranny, courage and fate. We steal a rare look at how the gods dispense their magical powers; we invade a fascinating classical wonderland. Course is fully online, asynchronous delivery. Prerequisite(s): ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			10397	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Negotiation and Leadership	MOG1010	3	10294	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will be exposed to and apply negotiation theories as a tool of conflict resolutions. The course will provide students experiential learning environment where student will learn how to apply the skills in different situations varying from simple buyer-seller bargaining to a more complex bargaining group environment. Course is fully online, asynchronous delivery.

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New Venture Creation	MOG1009	4	10293	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will be exposed to the various aspects of entrepreneurship including, but not limited to, business idea generation, feasibility analysis, creating a business plan, conducting market research, exploring financial structure, and legal aspects of starting a new venture in Canadian context. Students will prepare a business plan to apply the knowledge they will gain in this course. Course is fully online, asynchronous delivery.
Nutrition	HCP1001	3	10420	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject introduces students to the science of nutrition, making connections between the food we eat, the nutrients we need, and the roles they play in maintaining optimal health. Students will learn how to evaluate food labels and how to achieve adequate nutrient intake, while considering various diets and dietary restrictions. They will gain insight into the ways our food choices can increase or decrease the risk of illness and chronic disease. Food additives, nutritional claims, trends and controversies will also be explored and critically evaluated. Course is fully online, asynchronous delivery.
			10421	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Nutrition in Health Care	HEA0106	3	10467	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on the basic principles of diet therapy. Several therapeutic diets are discussed, as well as tube feedings and commercial preparations. Course is fully online, asynchronous delivery. Prerequisite(s): HEA1040, Introduction to Nutrition, OR HEA1012, Introduction to Nutrition
			10468	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Occupational Health & Safety	OCC1000	3	10177	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues--technical, legislative, political, and personal--are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs. Course is fully online, asynchronous delivery.
			10178	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10179	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Oceanography	OCE1000	3	10324	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>The world's oceans are spectacular in their beauty, majestic in their power and domineering in terms of their effects on climate. Oceans are a source of bountiful food and are home to tremendous numbers and varieties of species. It is very important to possess a good understanding of how the ocean's work. Our future as a species depends upon the oceans that surround each and every continent. This course examines the oceans from an historical, geographical, geological and biological perspective. The course makes use of an excellent textbook that guides us through the 'story of the oceans'. Each week, the student will explore a different topic. In order, these topics are: history of oceanography, ocean waters, the productivity of the oceans, seafloor sediments, Plankton and Nekton, ocean currents, waves, tides and the Benthos.</p> <p>Course is fully online, asynchronous delivery.</p>
Office Technology & Procedures	OTP1001	3	10239	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course helps the student acquire practical and transferable office administration skills, attitudes, behaviours and knowledge, which can be valuable in obtaining and retaining careers in today's fast-changing office environment. Topics covered include Internet research and email messages; managing time and stress; telecommunications; office reception and customer service; planning meetings and travel arrangements; handling the office mail; and document management.</p> <p>Course is fully online, asynchronous delivery.</p>
			10240	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Operating a Trades Budget	BUS4320	3	10099	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>The student will be introduced to general considerations, and unique facets in the operation of a trades business. Using a business simulation scenario, students will go through all the stages of operating and maintaining a trades based business. Topics to be covered include planning, research, legal considerations, and day to day operation. Issues related directly to trades businesses will be the focus throughout the course.</p> <p>Course is fully online, asynchronous delivery.</p>
Orientation to Palliative Care	PAL1003	2	10191	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>This course will provide an overview of Palliative Care and coping with death, dying and grief. The focus is to provide you with a review of the concepts of Palliative Care, the interdisciplinary team, hospice care, current approaches to care, and roles, issues and expectations of those working in Palliative Care. Identify what resources are available and discuss home care vs. institutional care.</p> <p>Course is fully online, asynchronous delivery.</p>

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Palliative Care Communications	PAL1002	1	10192	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$206.56 Senior (65+): \$162.60 International: \$464.86	This course will focus on communication with the terminally ill patient and their families. Topics include: basic process and steps of effective communication, factors influencing personal and cultural attitudes in communication, identifying basic verbal and non-verbal communication, techniques used to establish a trusting relationship and how to identify ineffective communication. Course is fully online, asynchronous delivery.
Pathophysiology I for RPN	PTH0100	3	10241	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Basic treatment modalities will be reviewed as a foundation of learning to be expanded upon in the practicum experience. Course is fully online, asynchronous delivery. Prerequisite(s): BIO1125, Anatomy & Physiolog II for RPN
Pathophysiology II for RPN's	PTH1001	3	10242	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite(s): PTH1000, Pathophysiology I for RPN, or PTH0100, Pathophysiology I for RPN, or BIO1014, Pathophysiology I

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Payroll Administration	BUS1030	3	10043	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course covers 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 Records of Employment; preparation of T4s and T4 Summary; Workers' Compensation; Employment Standards; and validate the use of Computerized Payroll systems. Course is equivalent to CIB accredited courses. Course is fully online, asynchronous delivery.
			10044	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10045	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10046	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Performance Management	LDC1005	2	10419	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This subject will focus on performance analysis, counseling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management. Course is fully online, asynchronous delivery.
Personal Selling	MKT1009	3	10175	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite(s): MKT1004, Foundations of Marketing, OR MKT1131, Marketing I
Personal Success	BUS2551	2	10183	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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, time management and stress management. Course is fully online, asynchronous delivery.

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Personality Psyc: Expl Differn	PSY0101	3	10306	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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 behavior that make a person unique. Personality assessment and intelligence testing will be explored. Course is fully online, asynchronous delivery.
Pharmacology for Med Office	PHR0101	3	10271	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Pharmacology for the medical office professional is intended to help medical office staff to develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. Common drug examples will be looked at with each drug classification. The meaning of Doctor's Orders using commonly accepted medical abbreviations will also be discussed. This course is open to current employees in health-related areas or those who hope for such employment in the future. Course is fully online, asynchronous delivery.
Phil of Art Concepts&Theories	ART3854	3	10372	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Explore the concepts of art, aesthetics, nature and experience as the subject of artworks, the place of art in life and society ad mimetic theories in the philosophy of art. Course is fully online, asynchronous delivery.
Philosophies of ECE	ECE0102	3	10207	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course encourages students to examine various philosophical approaches to early childhood education with a view to developing and stating their own philosophy. The course content addresses both historical and current factors in the development of theoretical perspectives. It focuses on comparing and contrasting some theories which differ dramatically in their approaches to early education. Course is fully online, asynchronous delivery. Prerequisite(s): ECE1115, Intro to ECE, OR ECE1015, ECE Practices Introduction, & ECE1295, Child Guidance, OR CHD1000, Guidance of the Young Child, & ECE1130, Field Seminar I, & CHD1002, Child Development II

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Physical Building Management	MGT0100	3	10365	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$471.78 Senior (65+): \$339.90 International: \$1246.68	<p>Delivered in partnership with the Association of Condominium Managers of Ontario, ACMO you will explore the physical aspects of the total site, and how to get the most economical life out of the common elements through good maintenance practices. Examine residential condominium structures, proactive and predictive maintenance, appropriate management practices for effective day-to-day building management, and the handling of emergency situations. Investigate heating, air conditioning, ventilation, electricity, building envelope, plumbing systems, life safety systems, elevators, performance audits and reserve fund studies, and grounds-keeping from a condominium management perspective. Determine when to call in professionals and how to work with them, problem-solve within the physical building environment, and effectively communicate issues and solutions to the Board. Review the basics of condominium manager licensing so that managers are aware of their obligations under the Condominium Management Services Act.</p>
			10366	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		<p>As of November 1, 2017, this is one of the four courses which are the educational requirements for a general license under the Condominium Management Services Act. This Act requires all condominium managers and providers in Ontario to be licensed. For more information on licensing, contact the Condominium Management Regulatory Authority of Ontario (CMRAO) at www.cmrao.ca. This is also one of the four courses which is compulsory for those managers who wish to write the Association of Condominium Managers of Ontario's RCM exam. For more information on the RCM, contact ACMO at www.acmo.org.</p> <p>Course is fully online, asynchronous delivery.</p>
Plumbing Inspection	HIC1008	3	10384	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Poetry Writing	EGH1005	3	10303	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Poetry is the undercurrent of the language. It is the pulse that makes writing dynamic. Poetry Writing provides the skills necessary for better writing and for the creation, development, and marketing of publishable poems. Course is fully online, asynchronous delivery.
Political Science/Public Admin	POL1674	3	10374	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
PowerPoint	CPO1000	2	10430	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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 colorful graphics and text slides along with reports for your projects. Course is fully online, asynchronous delivery.
Principles of Sales	BUS0102	3	10253	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This first of two sales courses focuses on the key concepts and strategies of personal selling to the business to business (B2B) marketplace. Students will learn the fundamentals of relationship selling, how to prospect customers, prepare for sales calls, and make strategic and ethical decisions to develop business. Course is fully online, asynchronous delivery.
Private Investigator Training	INV1002	4	10245	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course has been designed as per the training standards prescribed by the Ministry of Community Safety & Correctional Services under the Private Security and Investigative Services Act. The course content is based solely on Ministry-mandated requirements for eligibility to write the provincial licensing examination for Private Investigators in the province of Ontario. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Proficiency Math for Teachers	MTH1185	4	10296	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>In this course, students will prepare to write the Mathematics Proficiency Test (MPT) required by the Ontario College of Teachers for certification. Students will learn strategies to solve a variety of mathematical problems in the following three categories: knowledge and understanding, application, and critical thinking (with a focus on application). The main strands of math (numbers, algebra, data, spatial sense, and financial literacy) will be covered to help students solve a variety of problems. Students will also learn about the pedagogy surrounding foundational understanding of the mathematics curriculum, assessment and evaluation practices, with a focus on learning for all students. This course is also appropriate for working teachers who would like to refresh their mathematics concepts and skills.</p> <p>Course is fully online, asynchronous delivery.</p>
Programming for Beginners	CMP1150	2	10476	11-Jan-22	23-Mar-22	21-Jan-22	25-Jan-22	27-Feb-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Project Comm and HR Management	HRP1007	3	10055	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>The most valuable resource in any project is often the people whose talent and efforts will contribute to its success. This course will explore organizational communications, how it functions and how to overcome communication barriers in groups and with individuals. The course also emphasizes how to build the skills and knowledge needed to plan an effective project group, recruit quality people to staff it, and build them into an effective team. Participants will also learn leadership principles and tools for successfully motivating a team.</p> <p>Course is fully online, asynchronous delivery.</p>
Project Construction Mngmnt	CON1011	3	10280	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>The course provides students with basic knowledge of the principles of planning, organizing, and controlling administrative aspects of a project in the commercial construction industry. The contents of this course will prepare students for the day to-day administrating, planning and monitoring of a small to mid-sized commercial project.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Project Management	LDC1002	2	10060	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	Leadership today involves all aspects of an organization and multiple skills, duties and responsibilities. This course is designed to meet the needs of leaders in any organization who may be new to project management or who have not had formal project management training. This course provides the practical knowledge to start and complete a project successfully from a leadership perspective. You will learn how the elements of the Project Management Body of Knowledge are applied during each phase of a project's life cycle and the implications of project management on leadership within an organization. This will help establish priorities and effectively manage your projects and project teams. Course is fully online, asynchronous delivery.
Project Mgt Scheduling Softw.	MGT1111	3	10106	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Project management software 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. Through the application of project software tools and techniques students develop the skills required to manage successful projects. Course is fully online, asynchronous delivery. Prerequisite(s): MGT1300, Introduction to Project Mgmt.
			10143	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10107	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10144	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Project Risk Issues and Change	BUS1270	3	10056	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The first part of this course will cover the fundamentals of project cost management and control including project estimating at the project definition and approval stage, budgeting, resource costing and allocation, and status reporting. In the second part of the course, students will be introduced to a structured multi-tiered approach that can be used to identify the different types of risks associated with projects such as technical, time, costs, quality and others. Students will learn to communicate risks effectively and share the responsibility of managing risks with your team members, customers and management. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Psychological & Social Implctn	PAL1004	2	10194	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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. 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. Course is fully online, asynchronous delivery.
Psychology Introduction	PSY1008	3	10249	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will learn about some popular topics in psychology including learning, memory, sleep and consciousness, psychological disorders, and social psychology. Through hands-on experiments, case studies, multimedia and demonstrations, students will gain an appreciation for psychology as a social science. Course is fully online, asynchronous delivery.
			10250	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10251	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10252	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		
Quantity Food Preparation	HEA0105	3	10463	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on the cooking principles and methods for preparing food in large quantities. Students will be introduced to control systems used in quantity food production including menu planning, standardized recipes, portion control, forecasting, scheduling and service. Various food types will be examined including sandwiches, salads, desserts, beverages, soups, meat, poultry, fish, eggs, milk, and cheese. Texture modified and special menu items will also be explored. This course emphasizes the importance of quality improvement and customer satisfaction in quantity food production. Course is fully online, asynchronous delivery.
			10464	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Quickbooks Advanced	QUI1100	3	10047	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course continues building on the skills and knowledge learned in the Level 1 course for Quickbooks (desktop version). It covers topics such as the use of items and lists in QuickBooks, inventory management and transaction processing, general journal entries, sales tax and payroll. It also introduces the set up of a new company file in QuickBooks, user permissions and management as well as updating QuickBooks and the use of custom fields and how to customize templates. Course is fully online, asynchronous delivery. Prerequisite(s): QUI1000, Quickbooks Introduction

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Racism & Discrimination	LAW0100	3	10469	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Students taking this course will learn the definition of racism and discrimination, and will be able to identify the various sources of discrimination and racism resulting from cultural values and physical differences between individuals. By identifying racism and discrimination issues in North American society, students will learn how to analyze the sociological factors that cause bias and prejudice to surface in our society.</p> <p>The main objective of this course is to enhance sensitivity to and intolerance of mistreatment based on racial or ethnic background and appearance, and to consider how to handle these issues as professional individuals in a pluralistic Canadian society. As part of the course, students will communicate with one another through electronic discussion and learn to appreciate through various readings and assignments the many facets of racism and discrimination. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their knowledge and sensitivity to issues of racism and discrimination particularly when communicating with people from other cultures or with physical appearances that differ from their own.</p> <p>Course is fully online, asynchronous delivery.</p>
Recruitment and Selection	HUR1005	3	10410	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p> <p>Prerequisite(s): HUR1000, Principles of Human Resources, OR HUR1007, HR Resource Mgmt Principles, OR HRP0101, Human Resource Mgmt Principles</p>
			10411	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10412	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10413	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Restoration Ecology	ECO0100	3	10265	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This Course will examine some of the practices to renew or restore ecosystems and habitats that were damaged or destroyed by human intervention. Restoration projects purpose is to change disturbed areas into functioning ecosystems, able to provide ecosystem services or function as a natural habitat again. A great example is the watershed protection program of the rivers providing water to New York City. The project initiated in the early 1990's, as a result of critical issues with the city water quality. A water treatment plant would involve 6 billion USD for construction, and 300 million USD for annual maintenance after that. Restoring the wetland ecosystems able to filter the water and eliminate toxic chemicals had a cost of 1 billion USD over 10 years. The course will analyze the biological and physical aspects of restoration ecology. It also will emphasize the role played by society in a successful restoration project. Guidance for the design of a natural ecosystem restoration project will be provided. 23 different case studies are presented in the course, and will provide practical tools and techniques already tested on the field of restoration ecology projects.</p> <p>Course is fully online, asynchronous delivery.</p>
Retirement Planning	BUS1190	3	10165	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>With the increase in life expectancy for both men and women retirement planning has become increasingly important in preparing individuals' overall financial plans.</p> <p>The Retirement Planning course will provide learners with the basic tools and skills needed to prepare retirement plans for their prospective clients. Learners will review various sources of income at retirement including; Government Sponsored Retirement Income Programs, Employer Sponsored Pension Plans, Deferred Profit Sharing Plans and Personal Savings Plans and incorporate these into retirement savings plans and post-retirement income plans. This unit also incorporates Education Planning, Home Buyers' Plan and Tax-Free Savings, as they relate to retirement and savings.</p> <p>Course is fully online, asynchronous delivery.</p>

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Romance Writing	EGH1400	3	10351	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Course is fully online, asynchronous delivery.
Roofing Inspection	HIC1005	3	10379	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Sanitation and Safety	HEA1019	3	10459	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course focuses on preventing food-borne illness within the health care environment. Safe food handling practices and regulations and acts governing food service are emphasized. Quality improvement and risk management programs such as HACCP are also discussed. Safe working environments for the FSW are explored including fire safety, managing safety hazards, prevention of common injuries, and an introduction to first aid. Course is fully online, asynchronous delivery.
			10460	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Science Fiction	SFI1000	3	10392	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Science fiction addresses key concerns that are not restricted to the imaginative worlds depicted in fiction; rather, science fiction uses alien settings, strange worlds, alternate timelines, or virtual environments as a way of exploring contemporary issues. Over the course of exploring the various issues contained in these fictions, the various movements of science fiction will be explored to provide a broader sense of the genre's development from its earliest to its most current forms; in addition, terminology will be introduced so, by the end of the course, students will have a broader understanding of science fiction's historical and thematic terrain. Course is fully online, asynchronous delivery. Prerequisite(s): ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			10393	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Soc., Diversity & Soc. Change	SOC2859	3	10373	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Apply a sociological lens to examine links between human behaviour and the social environment. Explore the diverse perspectives that may be used to explain the connection between behaviour and the social world. Discuss concepts related to social structure, social interaction, inequality or race, ethnicity, and gender, the family, population, and social movements and social change. Course is fully online, asynchronous delivery.
Social Media and Society	SOC3000	3	10212	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In a few short years, social media has profoundly changed the global communication landscape. With the advent of social media tools such Facebook, YouTube, Wikipedia, and Twitter, more and more people are connecting and collaborating online, and creating and distributing content in ways we have never seen before. This course will provide a summary of the major developments in social media and will examine how social media is changing media, business, government, the economy, development, and education in fundamental ways. Students will be introduced to a variety of social media environments and will gain hands-on experience with many of the leading social media applications. This course requires active participation of students and a willingness to immerse in social media practices. Course is fully online, asynchronous delivery.
Social Media Marketing	BUS1025	3	10332	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course you will be provided with a fundamental understanding of many of the different social media channels including the use of mobile apps and games for social media marketing. Once an understanding of the social media channels is established you will learn how to leverage the channels to engage audiences, and integrate with traditional media, in order to achieve marketing objectives. Course is fully online, asynchronous delivery.
Social Psychology	PSY1330	3	10307	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Society & Tech & Social Issues	SOC2860	3	10376	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Critically examine the influence of technology on human interaction. Assess the benefits and impact of technology on individuals and society, as well as the ethical dilemmas associated with the use of these technologies. Examine current technologies (including, but not limited to, genetically modified organisms, surveillance, automation software, and 3-D printing) and explore emerging technologies (nanotechnology, bioengineering, and artificial intelligence). Course is fully online, asynchronous delivery.
Statistics	MTH2002	4	10364	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	The following topics will be discussed: Introduction to Statistics; Introduction to Minitab; Visual Description of Univariate Data: Statistical Description of Univariate Data; Visual Description of Bivariate Data; Statistical Description of Bivariate Data: Regression and Correlation; Probability Basic Concepts; Discrete Probability Distributions; Continuous Probability Distributions; Sampling Distributions; Confidence Intervals and Hypothesis Testing for one mean and one proportion, Chi-Square Analysis, Regression Analysis, and Statistical process Control. Course is fully online, asynchronous delivery.
Strat Fostering Client Loyalty	MKT1016	3	10073	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Goods and services are no longer an adequate basis for establishing relationships with clients because they attach an emotional connection to the products they use and to the businesses at which they shop. Students explore insights and ideas in order to create lasting and genuine customer relationships that withstand the competitive overtures of other companies. They 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. Course is fully online, asynchronous delivery.
Stress, Wellness & Nutrition	HEA1090	3	10217	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Stress can play a huge factor in people's professional lives. Learning how to deal with stress is vital to long-term health. While stress alone doesn't cause disease, it triggers molecular changes throughout the body that make people 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 wellness perspectives, each student will gain more insight into how they can control both internal and external stressors. Course is fully online, asynchronous delivery.
			10218	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10219	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10220	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Structure Inspection	HIC1001	3	10380	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Supply Chain and Operations	SCM1700	3	10069	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	A Supply Chain is a network of organizations that are involved in the different processes and activities that produce value in the form of products and services in the hands of the ultimate customer or consumer. Operations Management is one of the three major functions of a business, along with Marketing and Accounting / Finance, and focuses on designing, creating, and improving goods and services. Understanding key Supply Chain and Operations Management foundations is crucial to any company's success and profitability. This introductory course will expose students to topics related to how products and services are created and delivered to the customer. Course is fully online, asynchronous delivery.
Technical Calculus I	MTH1004	4	10053	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course is oriented towards applications of differentiation and integration to analyze and solve problems from main areas of engineering technology. Topics covered include: limits, derivatives of algebraic and transcendental functions and their applications, integration of algebraic and transcendental functions and its applications and selected methods of integration. Note: It is recommended that students have completed a Math course which covers algebra, linear, quadratic and higher degree equations, systems of equations, exponents, radicals and complex numbers, exponential, logarithmic and trigonometric functions, vectors and oblique triangles and plane analytic geometry. Course is fully online, asynchronous delivery.
Technical Calculus II	MTH1007	3	10054	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces students to applications of differentiation and integration in selected areas of calculus and their usage in main areas of engineering technology. Topics covered include theory and applications of Maclaurin, Taylor and Fourier series, linear differential equations, functions of two and more variables, double integrals, Laplace transform and introduction to Fourier transform. Course is fully online, asynchronous delivery. Prerequisite(s): MTH1004, Technical Calculus I

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
Technical Mathematics	MMT1100	4	10342	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	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. Course is fully online, asynchronous delivery.
Technical Mathematics II	MMT1110	4	10344	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course is a continuation of OEL806 (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. Course is fully online, asynchronous delivery. Prerequisite(s): MMT1100, Technical Mathematics
The Construction Industry	CON1012	3	10336	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course explores the many facets of the construction industry and develops a deeper knowledge of the many factors that impact this industry. Students increase their awareness of various participants and stakeholders that are typically involved in a commercial construction project, as well as and issues such as impact on the economy, safety, environmental, and use of technology. This course has achieved accreditation by the Gold Seal Accreditation Board of the Canadian Construction Association. For more information about Gold Seal training, please visit the CCA website at the link below. https://www.goldsealcertification.com/about/training/accredited-training/ Course is fully online, asynchronous delivery.
The History of Brewing	HST0101	3	10300	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course investigates the relationship that beer has had with humanity from the dawn of history to the present day. Along the way, we will explore the mystery of fermentation; beer's central role in the development of ancient civilizations; the move from medieval kitchens to commercial breweries; how beer shaped the New World; the link between location and style; the development of a global beer; and the current craft beer revolution. Course is fully online, asynchronous delivery.

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Course Name	Course Code	Credit	CRN	Start Date	End Date	Last Day to Register	Drop Date Refund	Withdraw Date W Grade	Fees	Course Description
The History of Chocolate	HST0102	3	10311	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students survey the 4000-year-old history of chocolate: from its ancient Mesoamerican origins as a bitter drink of ritual and medicine, to the growth of a modern “chocolate culture” and its place as a mass-produced globalized product of the twentieth century. Students investigate how chocolate came to be imported into Europe by the Spanish during the sixteenth century and transformed into a sugary drink of the nobility, as well as its later importance to colonization, the slave trade and the Industrial Revolution. Students explore, through six module videos with integrated reading assignments, podcasts and other media, current academic research on the topic and encounter a wide range of primary sources including art, literature and the economic and administrative documents of daily life. Students also have the opportunity to analyse several primary sources (historical documents, paintings, photographs and maps) relevant to the study of chocolate’s cultural history. Course is fully online, asynchronous delivery.
The Ontario Metis	NTS1001	3	10160	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces the historical, sociological and political perspectives on the origins of the Ontario Metis people. The course analyzes, in broad terms, the emergence of the Metis peoples and their relationship with the provincial government. We will also explore trends and issues affecting the Ontario Metis in contemporary society. Course is fully online, asynchronous delivery.
Training & Development	TRN1000	4	10225	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	You will learn about the psychology of the learning process in training and development and gain an understanding of the design, implementation, and evaluation of organizational training programs. Key topics include needs analysis procedures, program design and development, program administration, and measurement and evaluation. As well, you will examine adult learning theory, how to establish learning objectives, the role of training and development officers, and training and non-training strategies. Other topics include budgeting cost/benefit analysis procedures, management development, monitoring and controlling the training process, post-training follow-up procedures, strategies for transferring the learning back to the work environment, and methods for evaluation programs. Course is fully online, asynchronous delivery. Prerequisite(s): HUR1000, Principles of Human Resources, or HUR1007, HR Resource Mgmt Principles, or BUS2041, Human Resources Management, or HRP7110, Human Resources Management, or HRP0101, Human Resource Mgmt Principles
			10226	1-Feb-22	10-May-22	8-Feb-22	15-Feb-22	7-Apr-22		
			10227	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
			10228	1-Apr-22	8-Jul-22	8-Apr-22	22-Apr-22	5-Jun-22		

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Trauma Informed Practices	LDS1101	3	10334	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students explore trauma-informed practices at the individual, organizational and systemic levels. Students develop and understanding of the diverse needs of trauma survivors and how women, men, children and youth experience trauma differently. The effect of trauma on the brain is studied and the way service may be adapted is discussed. Content includes an overview of services for people with trauma, substance use and mental health including parenting, child welfare and supports for children. Course is fully online, asynchronous delivery.
Truth and Reconciliation	IND1012	3	10288	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will gain an understanding of the historical factors that contributed to the creation of Residential Schools, including the history of colonization and the relationship between the government and Indigenous communities. Students will reflect upon and further develop their understanding of the ongoing impact of Residential Schools. Course is fully online, asynchronous delivery.
Understanding Medical Tests	HEA0103	3	10452	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course assists medical office professionals in developing an understanding of common medical tests related to body systems. Knowledge of medical tests will help the student educate patients in relation to the description and purpose of specific tests, as well as any preparations required. It will also provide the student with references to build on their knowledge of care during and after the test based on expected results. This course is open to people who are currently employed in health-related areas or hope to join the field in the future. Course is fully online, asynchronous delivery. Prerequisite(s): MDT1000, Medical Terminology
Understanding Surgical Proced.	HEA0107	3	10453	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course has been designed for medical office professionals to assist in developing an understanding of common surgical procedures related to a wide variety of body systems. Knowledge in the area of surgical procedures will help the student to educate the patient prior to and after surgery, what to anticipate, and expected results. This course is open to people currently employed in health related areas or hope to do so in the future. Course is fully online, asynchronous delivery. Prerequisite(s): MDT1000, Medical Terminology

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Wellness for Children	HEA1021	2	10215	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	In this course, students will take a comprehensive look at children’s wellness in a child care setting. The course content will address health, safety and nutrition practices. Strategies for maintaining a healthy and safe child care environment will be presented. Accessories, behaviours and conditions for safety risk in both indoor and outdoor environments will be examined. Emphasis will be placed on healthy nutrition and activity for children. Course is fully online, asynchronous delivery.
			10216	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
What in the world is going on?	CUR1000	3	10389	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	News stories confront us with people, places, issues, and crises from around the world. An understanding of background issues helps us make informed judgements. This subject focuses on the main news stories of the day and looks for your critical interpretations. Course is fully online, asynchronous delivery.
Word Core	WRD1001	3	10444	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learn to use MS Word 2019 or 365 for Windows, a word processing package that has the convenience and efficiencies of pull-down menus. Learn to create, edit, format and print documents. Use paragraph, page, and character formatting commands. Create multiple page documents with table, and desktop publishing with MS Word. Course is fully online, asynchronous delivery.
			10445	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Word Expert	WRD1002	3	10443	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learn to use advanced MS Word 2019 & 365 software features required to prepare complex and prepare professional documents. Learn to manage document options and settings, design advanced documents, create advanced references, and create custom word elements. Course is fully online, asynchronous delivery. Prerequisite(s): WRD1001, Word Core
Working/Comm. in a Medical Set	HEA0108	3	10454	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.

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World Religions:West/East Trad	GEN2455	3	10262	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course examines various ways in which Judaism, Christianity, Islam, Hinduism and Buddhism have transformed over time and responded to new environments, circumstances, and challenges. In an effort to better understand these “living religious traditions,” this course will examine each religion’s founding narratives and figures, the histories of their religious traditions and their diversification, their theological doctrines, mystical traditions, rituals, concepts of life, death and time, and conceptions of the relationship between religion and ethical, social and political life. Students will also be required to understand, and encouraged to think through, some of the basic methodological and interpretive issues involved in the academic study of religion, especially those surrounding cultural diversity and evaluative judgment, as well as various non-religious based theories, from psychology to economics, as to why religions exist. Course is fully online, asynchronous delivery.
Writing for Publication I	WRI1050	3	10308	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Writing for Publication II	WRI1045	3	10309	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite(s): WRI1050, Writing for Publication I

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Writing for the Web	WRT1002	3	10258	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Using a practical, hands on approach, Writing for the Web takes students inside the fast moving world of writing on the internet, looking at a range of the work assignments and working environments they can expect to encounter. The lectures and assignments examine specific issues and skills like writing for emphasis and visual impact, the basics of SEO (Search Engine Optimized) writing, sourcing images and video and simple techniques for incorporating them with text.</p> <p>Students will examine the various styles and requirements involved in writing for blogs, online magazines, commercial websites and other text-based models, including social media. The curriculum has a real world focus at all times, and students will both participate in and create their own blogs, putting what they've learned to practice. Each type of writing assignment studied will include a look at work opportunities in terms of what is typically available and how to find those opportunities. On successful completion of the course, students will have a good grounding in the basics of writing for the web as it is currently practiced.</p> <p>Course is fully online, asynchronous delivery.</p>
Writing Grammatically	WRI1008	3	10471	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Students learn the rules of English grammar in a comprehensive, easy-to-follow manner. The course begins with a review of sentence parts, followed by an in-depth explanation of sentence structuring, and culminates in a practical review of stylistic conventions in business and professional writing.</p> <p>Course is fully online, asynchronous delivery.</p>
			10472	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		
Writing Short Stories	EGH1007	3	10085	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This is an introductory course for the aspiring story writer who 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. 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, are examined.</p> <p>Course is fully online, asynchronous delivery.</p>

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Writing the Environment	WRI1006	3	10400	11-Jan-22	19-Apr-22	21-Jan-22	25-Jan-22	17-Mar-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	What is, and is not, part of nature? How have people related to nature at different points in history? In what ways has human development impacted the natural world? This course is designed to help students better understand the environment, environmental concerns and our relationship to the natural world. In addition, students discuss topics such as the living environment, environmental pollution, eco-disasters, biological sustainability and social responsibility. Course is fully online, asynchronous delivery. Prerequisite(s): ENG1500, Communication I (override if they have a college level English)
			10401	1-Mar-22	7-Jun-22	8-Mar-22	15-Mar-22	5-May-22		