

Continuing Education Course List – Spring 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	50013	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50014	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50015	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50016	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Aboriginal Victimization	NEC0100	2	50082	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50248	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50303	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Accounting Basics I	ACC1041	3	50288	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50289	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50290	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50291	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Accounting Basics II	ACC1113	3	50293	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-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: ACC1041, Accounting Basics I
			50294	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50295	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
			50292	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22		
Adobe Illustrator: Digital	ADO1000	3	50351	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50352	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Adobe Indesign Basics	CMP1008	3	50275	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Adobe Photoshop 2	PHT1003	3	50272	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite: PHT1001, Adobe Photoshop I
Adobe Photoshop I	PHT1001	3	50269	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Advanced Python	CMP1036	3	50135	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students apply their knowledge and skills of python to build a database-backed web application using the Django framework. Students deploy the application to a managed cloud-based platform-as-a-service. Through a project-based approach, students install and import modules from third party libraries, build database schemas and queries using Python and object-oriented programming patterns, and securely serve dynamic content over the web. Course is fully online, asynchronous delivery. Prerequisite: CMP1052, Intermediate Python Programming
AHRM Capstone Course	WPL7000	3	50101	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Complete a major capstone project, which can either be based on a topic provided by the instructor or a topic of the student's choice. All topics must be approved by the instructor before the student is permitted to begin substantial work. The end outcome of the capstone is a long research paper—in which students will present a detailed plan to address an accommodations-related need within a particular organization or community or present a well-explained argument for or against a specific approach to accommodations advocacy and representation. Course is fully online, asynchronous delivery. Prerequisite: HRP0101, Human Resource Management Principles; AND GIC7000, Disability Management I; AND LAW1066, Human Rights Law I; AND GIC7001, Holistic Approach Disability; AND LDS7000, Mental Health Wellness I

Continuing Education Course List – Spring 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
Anatomy & Physiolog II for RPN	BIO1125	3	50265	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite: BIO1115, Anatomy & Physiology I for RPN, or BIO0100, Anatomy & Physiology I for RPN
			50266	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Anatomy & Physiology I for RPN	BIO0100	3	50263	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50264	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Art Through the Ages	ART1015	3	50126	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50362	10-May-22	28-Jun-22	24-May-22	24-May-22	11-Jun-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.
			50363	4-Jul-22	22-Aug-22	11-Jul-22	18-Jul-22	5-Aug-22		

Continuing Education Course List – Spring 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
Astronomy	AST1040	3	50452	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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.
Autism Spectrum Disorder	LST1006	3	50202	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Examine the Autism Spectrum Disorder to acquire the tools needed to work effectively with students diagnosed with this complex condition. Develop effective strategies and supports for those on the Autism spectrum by exploring evidence-based research. Demonstrate the Educational Assistant role in supporting students on the Autism spectrum with a strong emphasis on communication, social skills, behavioral challenges, family, sensory, and educational issues. Course is fully online, asynchronous delivery. Prerequisite: LST1008, Communication Exceptionalities
Behavioural Addiction	ADC1500	3	50455	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50004	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Business English Skills I	ENG0102	4	50149	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50048	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50049	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50050	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50051	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Business Mgmt and Org Behaviou	BUS0101	3	50428	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HRP0101, Human Resource Mgmt Principles, OR HRP7110, Human Resources Management, OR BUS2041, Human Resources Management
			50429	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50430	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50431	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Business of Sport Collectibles	GEN2431	3	50167	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is an introduction to the business of sports collectibles – trading cards, licensed products and memorabilia. Students will examine material on the history or trading cards; the key manufacturers, brands and major players in the industry; demographic differences between markets; licensing, intellectual property and royalties; professional grading; basics on how to grade; the role of eCommerce in the industry; the role of auction houses and historical sales; a source of alternative investing; 2020 and COVID-19's impact on the industry; fractional investing; cultural impact; the future of sports collectibles – blockchain, digital cards and NFTs; and finally, how to get in the industry. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Business Plan for Tradespersons	CON1013	3	50003	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p> <p>Prerequisite: BUS4320, Operating a Trades Budget, & CON1015, Financial Process for Trades, & CON1014, Marketing a Trades Business, & CON1017, Trends & Innovation in Trades</p>
Business Report Writing	BUS1171	3	50348	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Business statistics	BUS1038	3	50127	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>The Students MUST purchase the textbook from their home college bookstore. There is an APLIA code specific to the College textbook.</p> <p>Course is fully online, asynchronous delivery.</p>
			50128	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Business Writing Strategies	ENG1331	3	50040	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50041	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50042	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50043	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Calculus	MMT1210	4	50252	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MMT1110, Technical Mathematics II
Canadian Literature	WRI1032	3	50140	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50229	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Career Mapping & Job Attainment	WRI1031	3	50139	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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 prospective 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.</p> <p>Course is fully online, asynchronous delivery.</p>
Case Studies	GIC7003	3	50084	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course students learn to do disability management. Through case studies and exploring best practices students develop an understanding of effective return to work processes and policy driven disability programs. Students conduct return to work programs using the various Acts and Regulations; in unionized and non-union environments. Students familiarize themselves with online resources, community resources and certifications related to disability management.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: GIC7000, Disability Management I</p>
CCNA 1 Introduction	NET1400	5	50102	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
CCNA 2 Essentials	NET1401	5	50103	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	<p>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, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: NET1400, CCNA 1 Introduction</p>

Continuing Education Course List – Spring 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
CCNA 3 Enterprise	NET1100	5	50104	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$642.10 Senior (65+): \$422.30 International: \$1933.60	<p>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.</p> <p>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.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: NET1401, CCNA 2 Introduction</p>
Censorship-The Media and You	SOC3001	3	50420	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)</p>
			50421	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Child Development I	CHD1001	3	50345	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p>
			50346	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Child Development II	CHD1002	3	50347	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: CHD1001, Child Development I; OR ECE1120, Child Growth and Development</p>

Continuing Education Course List – Spring 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
Children with Special Needs	ECE1202	3	50255	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: PSY1050, Introduction To Psychology I, OR PSY1008, Psychology Introduction, & ECE1220, Child Growth / Development II, OR CHD1001, Child Development I, OR CHD1002, Child Development II
Colour and Application	AFD0101	3	50131	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Comfort Measures	PAL1005	2	50461	10-May-22	2-Aug-22	24-May-22	24-May-22	5-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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. Course is fully online, asynchronous delivery.
Comm. for Client Care	COM1004	3	50088	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will refine their ability to communicate within a care team in the field of community support services. With a specific focus on objective reporting and case notes, students will develop the writing skills needed to maintain an accurate record of client interactions and communications. Students will also work on presentation skills to convey accurate and meaningful information to a variety of audiences. Course is fully online, asynchronous delivery.
Commercial Construction Estim.	CON1008	3	50165	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Commercial Construction Prnpl	CON1010	3	50164	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50307	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 and Advocacy	COM1006	3	50089	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course, students will learn to establish rapport with various stakeholders, use interview strategies, and understand group dynamics. Students examine a variety of approaches to advocacy and analyze the ethical responsibilities of representation. Students practice selfevaluation and team building, as well as techniques for having difficult conversations and advocating for positive change on behalf of individuals and communities. Students investigate cross cultural considerations with respect to Indigenous and culturally diverse employees. Students learn their role as a leader and advocate. Course is fully online, asynchronous delivery.
Communication Exceptionalities	LST1008	3	50204	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students will research and present information on the many the types of communications exceptionalities (e.g. Autism, L.D., Sensory Processing Disorders etc.) and implications of these for students in an educational setting. Different strategies for supporting students with communication challenges will be shared, with a particular focus on technology and the use of iPads in the classroom. This course will cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Communication for Employment	ENG1018	3	50032	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50033	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50034	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50035	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Communication I	ENG1500	3	50090	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50091	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
Communication in a Dental Prct	OFF1002	1	50099	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50325	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50326	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Communications	COM0104	2	50187	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50188	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Communications for Business II	COM0103	3	50350	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Communications II	ENG1192	3	50036	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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. Course is fully online, asynchronous delivery.
			50037	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50038	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50039	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Comp Accounting & Business App	ACT0102	3	50119	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Compensation Management	CPN1000	3	50123	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50124	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
Computer Appl for Business I	CMP7005	3	50143	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Computerized Accounting	ACT0101	3	50338	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ACC1111, Financial Accounting I, or ACC1310, Intro Financial Accounting II, or ACC1041, Accounting Basics I or ACC1113
Computers I - Introduction	CPO0101	3	50276	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50277	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50278	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50279	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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
Computers II - Introduction	CPO0102	3	50280	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: CPO0101, Computers I - Introduction
Condo Admin. & Human Relations	BUS1119	3	50221	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50222	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-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.

Continuing Education Course List – Spring 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
Const. Blueprints & Methods	CON0102	3	50178	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Construction Contracts & Docum	TRD1004	2	50012	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50028	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50029	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50030	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50031	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Corporate Service Culture	BUS2491	2	50007	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Cost & Managerial Accounting I	ACC1122	3	50173	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ACC1100, Intro Financial Accounting I, or ACC1111, Financial Accounting I, or ACC1041, Accounting Basics I
			50174	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Cost and Managerial Acct II	ACC1012	3	50175	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ACC1122, Cost and Managerial Accounting I
			50176	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Counselling Gender & Diversity	SSC1009	3	50080	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Creative & Critical Thinking	LDC1010	2	50170	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Creative Writing - Beginners	EGH1000	2	50335	10-May-22	19-Jul-22	24-May-22	24-May-22	25-Jun-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	50395	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50195	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50196	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Criminology	CRW0101	3	50079	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Crisis Intervention	PSY2051	3	50349	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
CRM and Selling	BUS4325	3	50410	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50193	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
			50194	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Customer Service Modern Apprch	BUS2461	3	50110	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.</p> <p>Course is fully online, asynchronous delivery.</p>
Cyberpsychology	CMP1062	3	50182	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Cyberpsychology is the study of what happens to the human psyche, human emotions, behaviours, 'selves' and group dynamics when engaging with online technologies. Students will be introduced to theories and research concerning online technologies and how online technology change us, and influences our attitudes and behaviour. Topics related to this concept include: beliefs about the self, identity formation, self-presentation, social comparison, and interpersonal relationships (friendship and romantic relationship). Emphasis will be placed on the application of social psychological principles to our understanding of behaviour in online settings, with particular emphasis on development of the self.</p> <p>Course is fully online, asynchronous delivery.</p>
Dealing with Difficult People	HUM2003	2	50177	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
Dental Insurance and Billing	OFF1004	2	50100	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>In this course, students will learn how to navigate dental fee guides to identify procedure codes and make dental claims to insurance companies. Students will learn about the different types of insurance companies used in Ontario and the various fee guides used for different client groups. Further, students will interpret insurance claim responses and communicate these responses effectively to clients.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Design Thinking	BUS4311	3	50017	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Develop a Social Media Strategy	MKT0100	3	50465	10-May-22	5-Jul-22	24-May-22	24-May-22	16-Jun-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learners develop a social media strategy. The focus is on skills-building and on creating and implementing a social media strategy including identifying and working with social media tools, assessing how tools support overall branding, advertising, marketing and/or communication strategies. Learners explore, identify and engage online communities that support internal and external social media strategies. In addition, learners are introduced to resources that aid in the development and implementation of effective social media strategies. Through case studies, learners explore both best practices and cautions when designing social media strategies. Course is fully online, asynchronous delivery. Prerequisite: MKT0103, Intro to Social Media
			50009	4-Jul-22	29-Aug-22	11-Jul-22	18-Jul-22	10-Aug-22		
Developing Client Service Team	MKT1018	3	50006	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50223	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Development Psychology	PGY1000	3	50197	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50198	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Diets: Impact of Nutrition	NTN0100	3	50132	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 Communication	COM0101	3	50467	10-May-22	5-Jul-22	24-May-22	24-May-22	16-Jun-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Social media requires a different approach to communication and writing in terms of how you write, who you are communicating with and how your message is received. Using social media tools, learners practise and assess their social media writing capacity. Topics, such as generational preferences, integrating informal writing and communication for corporate purposes, personal branding and communicating appropriately to different target groups using different digital communication tools are explored. Course is fully online, asynchronous delivery. Prerequisite: MKT0103, Intro to Social Media
			50011	4-Jul-22	29-Aug-22	11-Jul-22	18-Jul-22	10-Aug-22		

Continuing Education Course List – Spring 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
Digital Pedagogy	LST1005	3	50457	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Disability Management I	GIC7000	3	50083	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students learn disability management theory, principles and practice. Students analyze key components of a disability program, the economic, social and psychological benefits of a program and the strategic planning approaches to a program. Learning includes: best practices, roles and functions of professionals in disability management, community agencies and services provided, organizational costs and mitigation strategies and identifying barriers and best practices solutions. Course is fully online, asynchronous delivery.
Dispute Resolution	HUR1110	3	50116	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery. Prerequisite: HRP0101, Human Resource Mgmt Principles

Continuing Education Course List – Spring 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
Diversity & Cultural Comptnc	SSC1004	2	50468	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course will help the student to develop a better understanding of the concerns and issues of culturally diverse clients and their communities. They will gain appreciation for the diversity of cultures and subcultures and their interactions in Canadian society. The course will also provide the students with opportunities to look at their personal as well as professional values and relationships to clients of culturally diverse views. Course is fully online, asynchronous delivery.
Diversity & First Nations	NTS1020	3	50394	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Donor Relations in Fundraising	MKT1124	3	50073	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50310	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Drawing Realistic Subjects/Pen	DRW0102	3	50311	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50353	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Electrical Inspection	HIC1002	3	50300	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Employment Law	HUR1600	3	50153	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50189	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Entrepreneurship	ENT1000	3	50355	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50356	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50357	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Env. Mgmt Systems & Audits	ENV3800	3	50150	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50044	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50045	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50046	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50047	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Ergonomics	OHS0101	3	50078	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50026	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Essentials/Health Records Mgmt	HCP1020	3	50319	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50462	4-Jul-22	15-Aug-22	11-Jul-22	18-Jul-22	1-Aug-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.
Ethical/Legal/Spiritual Cncrns	PAL1006	3	50341	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Event Programming	EMS1001	2	50107	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course will examine the event objective, structure, talent and funding required to establish the programming. Topics surrounding global diversity which provides opportunities for coordinating cultural events and festivals will be discussed. Researching different cultures and cultural tourism are key elements performed in the course. Students will also learn about the value and socio-cultural impact of a festival, event or conference within small and large communities. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Excel - Core	EXL1005	3	50281	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50282	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50283	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50284	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Excel Expert	EXL0103	3	50285	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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-201). Course is fully online, asynchronous delivery. Prerequisite: EXL1000, Excel, or EXL1005, Excel - Core
			50286	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Exterior Inspection	HIC1007	3	50305	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Family Dynamics	ECE0100	3	50203	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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	50205	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 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. Knowledge of Microsoft Excel and Word required. 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.
			50206	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Finance	LDC1008	2	50256	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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. Course is fully online, asynchronous delivery.
Finance & Accounting Math	BUS1039	4	50129	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	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. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
First Nations Peoples	NTS1111	3	50169	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Français I	FRE1001	3	50378	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course is meant to be a first introduction to the French language. The course aims to develop competencies in French through authentic learning tasks in preparation for real-life application. Online activities will promote skill development in listening, speaking, reading, and writing in personal and professional contexts. You will use communication strategies to support interpersonal skills, to convey information, and to explain and respond to messages in familiar situations. You will develop skills for life-long learning that are transferable to employment. The targeted second language proficiency of the course aligns with level 2 requirements of the Canadian Language Benchmarks for French, the NCLC. Course is fully online, asynchronous delivery.
			50379	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50380	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50381	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Français II	FRE1002	3	50382	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course integrates and extends previously introduced concepts of French 1. The course aims to develop competencies in French through authentic learning tasks in preparation for real-life application. Online activities will promote skill development in listening, speaking, reading, and writing in personal and professional contexts. You will use communication strategies to support interpersonal skills, to convey information, and to interact with various forms of persuasive exchanges in routine situations. You will develop skills for life-long learning that are transferable to employment. The targeted second language proficiency of the course aligns with level 3 requirements of the Canadian Language Benchmarks for French, the NCLC. Course is fully online, asynchronous delivery. Prerequisite: FRE1001, Français I
			50383	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Français III	FRE1003	3	50384	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	The progressive acquisition, reinforcement, and creative use of language structures will increase the student confidence to self-expression. With a strong focus on using the language to communicate in real-life scenarios, this course enables students to participate in simple conversations, make requests, suggestions or short presentations and express their opinion about present and past events. Tasks from both personal and professional settings will be used as formative and summative assessments. . The targeted second language proficiency of the course aligns with level 4-5 requirements of the Canadian Language Benchmarks for French, the NCLC. Course is fully online, asynchronous delivery. Prerequisite: FRE1002, Français II
			50385	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Français IV	FRE1004	3	50386	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will allow students to develop their oral communication comprehension and listening skills in order to understand simple to moderately complex messages during communication activities in their personal and professional lives. They will also develop communication strategies for speaking and interacting with a target audience in professional situations. At the end of the course, students will be able to communicate orally at an intermediate level in fulfillment of this competency throughout their career. Students may reach level 6-7 on the CLB / NCLC Benchmark. Course is fully online, asynchronous delivery. Prerequisite: FRE1003, Français III
Français V	FRE1005	3	50387	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will allow students to develop their writing and reading skills and write moderately complex texts related to their profession. They will become familiar with the characteristics of several technical and professional texts in order to produce them. They will learn reading and writing strategies and use digital tools to improve their writing skills. They will also develop their reading comprehension skills. Learners will become competent readers and writers so that they can make use of their bilingualism in the labour market now and in the future. The student may reach level 8 of the CLB / NCLC Benchmark Course is fully online, asynchronous delivery. Prerequisite: FRE1004, Français IV

Continuing Education Course List – Spring 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	50159	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50463	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
Fundamentals of Horticulture	ENV1121	3	50207	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50071	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50136	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Geography & Human Populations	GEG1001	3	50180	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course, students are encouraged to develop an understanding of the interdependent relationship between geography and the location of human populations. Through scientific inquiry, students will study the world's geographic landscape, the global processes that shape planet earth, and their relationship to the location of climates and the natural resources required to sustain healthy societies. Challenges and opportunities related to demands for natural resources, energy, agricultural and economic productivity will be explored along with the ever increasing impact our accelerating population growth is having on shaping our planets future and the life that inhabits it.</p> <p>Course is fully online, asynchronous delivery.</p>
Global Citizenship	GLW1001	3	50254	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50148	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50111	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 – Spring 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	50343	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50344	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Hacker Tech, Tools and Inc.	ISPO101	4	50154	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50244	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Heating Inspection I	HIC1003	3	50301	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Heating Inspection II	HIC1004	3	50302	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This subject covers vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Students apply knowledge of these systems to the role of home inspector. Course is fully online, asynchronous delivery. Prerequisite: HIC1003, Heating and Inspection I
History of Photography	PHT1020	2	50224	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50296	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50297	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Holistic Approach Disability	GIC7001	3	50245	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students learn the application of the medical, physical, and functional capacity evaluations required in managing disability. Students explore the cultural issues related to injury, disability and work, review recent trends in disability, undertake work and home environmental analysis, and explore how to promote employee health and wellness. Students learn about spiritual practices and approaches to dispute resolution and Indigenous traditions. Students learn ways in which to adapt the dispute resolution process to respect Indigenous practices and build trusting relationships in the workplace. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
How to Start a Small Business	BUS2336	2	50267	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
HTML Introduction	HTM1006	3	50397	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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.
			50398	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Human Anatomy & Physiology	BIO1233	4	50209	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50339	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50253	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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 Relations - LDC	LDC1004	2	50171	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Human Resource Mgmt Principles	HRP0101	4	50370	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50371	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50372	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50373	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Human Resource Planning & Dev1	HRI1100	3	50436	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50437	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50438	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50439	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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 Rights Law I	LAW1066	3	50162	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students learn the history of the Ontario and Canada Human Rights Codes, and study in-depth the legal principles and practices related to discrimination in employment. Legislation and regulations including the Occupational Health and Safety Act (including Bill 168), Employment Standards Act, the Employment Equity Act, the Accessibility for Ontarians with Disabilities Act and the Workplace Safety and Insurance Act and their effect on disability management are explored through a review of case law. Students examine prohibited grounds of discrimination regarding employment and the employer's obligation to accommodate in the absence of undue hardship. Course is fully online, asynchronous delivery.
Human Rights Law II	LAW1033	3	50163	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students explore the trends in disability accommodation. Students examine prohibited grounds of discrimination regarding employment and the employer's obligation to accommodate in the absence of undue hardship. Students focus on the specific sections of the Human Rights Act related to accommodation of disabilities and employer's obligations for Return to Work. Students consider strategies to deal with discrimination and harassment in the workplace and discuss the employer's responsibilities to ensure a harassment-free workplace. Course is fully online, asynchronous delivery. Prerequisite: LAW1066, Human Rights Law I
Human Sexuality	PGY1010	3	50191	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50192	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
I Write the Songs	MUS1008	3	50137	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Incl Lead Prac:Cap Inclusion	LDC1013	3	50114	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course further explores the contemporary workplace emphasizing intercultural competence and organizational cultures in the context of diversity and inclusion. Students will examine organizational barriers, and power relations that result in inequities in the workplace. Students will investigate change management processes that can build high-functioning, inclusive workplaces that draw on the diverse strengths of all staff members / employees.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: BUS4321, Leadership in Contemporary Workplaces</p>
Inclusive Leadership Practices	LDC1012	3	50115	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Indigenous People of Canada	IND1007	3	50210	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Indigenous Peoples - Global	IND1008	3	50117	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Industrial Relations	IRL1000	3	50440	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
			50441	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Institutional Food Service	HRM1001	3	50321	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
			50322	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Intro to Electric Vehicles	BEV1100	1	50469	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$206.56 Senior (65+): \$162.60 International: \$464.86	<p>In this course, students will develop an understanding of different types of electric vehicles (EVs) with a focus on mass-produced, consumer passenger vehicles. Students will explore pros and cons of EVs and be able to compare total cost of ownership (TCO) against traditional internal combustion vehicles (ICE).</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Instructional Design Principles	EDU1016	3	50413	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50087	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will practice combining the techniques gained from previous Learning Strategy and Assistive Technology courses for enhancing the positive outcomes of these learning avenues. With continued attention to individual learning strengths and needs, the integration and scaffolding of learning strategies as they relate to various applications and software will be explored. Course is fully online, asynchronous delivery. Prerequisite: AST2050, Intro to Assistive Technology; & LST1001, Intro to Learning Strategies; & LDS1201, Intro to Learning Disabilities
Interior and Insulation Inspec	HIC1009	3	50306	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Intermediate Python Program	CMP1052	3	50134	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Students expand on the knowledge and skills acquired in PROG70030 Introduction to Python Programming. Students explore advanced Python data structures, learn to manage project files, and perform basic error handling and testing. Through hands-on activities, students apply recommended programming practices including documentation and naming conventions to build Python files. Course is fully online, asynchronous delivery. Prerequisite: CMP1061, Introduction to Python Programming
Intermediate Accounting I	ACC1311	4	50470	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course covers the framework of financial accounting and the statements of comprehensive income, financial position and changes in equity, as well as providing an in-depth coverage of revenue recognition, cash, receivables, and property, plant and equipment. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Intermediate Accounting II	ACC1312	4	50471	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	This course is designed to give the student an understanding a solid foundation in financial reporting with a focus on current assets, property, plant, and equipment. Revenue and expense recognition, cash, receivables and inventory will also be covered. Course is fully online, asynchronous delivery. Prerequisite: ACC1311, Intermediate Accounting II
Interviewing and Investigation	CWP1212	3	50250	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 Childrens Literature	EGH1004	3	50416	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			50417	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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	50216	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50217	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-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	50424	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HUR1000, Principles of Human Resources, or HRP0101, Human Resource Mgmt Principles
			50425	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50426	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50427	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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 Geology: An Overview	GEO1010	3	50445	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50334	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50179	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 – Spring 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 Powwow Culture	IND1009	3	50093	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course, students will explore various Indigenous cultures and study the origins and elements of Powwow culture. Students will examine the historical roots of the Powwow through a post colonial framework, and understand the historical events that led to this celebration of Indigenous heritage and culture. Students will explore all the elements of the powwow including sacred drums, dance, and regalia and apply their knowledge through the creation of a powwow display.</p> <p>Course is fully online, asynchronous delivery.</p>
Intro to Python Programming	CMP1061	3	50133	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
Intro to Research Design	RES1003	3	50112	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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 Social Media	MKT0103	3	50464	10-May-22	5-Jul-22	24-May-22	24-May-22	16-Jun-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	Learners explore the fundamentals of social media. Topics covered include an introduction to social media and other emerging technologies and tools, current trends and future directions, benefits, values and risks. Learners analyze case studies to assess how social media impacts and influences fields, such as communication and marketing, and how it informs future trends and developments. Course is fully online, asynchronous delivery.
			50008	4-Jul-22	29-Aug-22	11-Jul-22	18-Jul-22	10-Aug-22		
Intro To Sustainable Developme	SUS1000	3	50161	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50109	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 – Spring 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	50241	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	GNED 101: 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? 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. Course is fully online, asynchronous delivery.
Introduction to Dreamweaver	NET1001	2	50273	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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. Course is fully online, asynchronous delivery. Prerequisite: HTM1006, HTML Introduction
Introduction to E-Business	BUS1021	3	50062	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ISP1001, Introductory Computer Skills, or ISP1100, Intro to Computer Competency, or CPO0101, Computers I - Introduction
			50063	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50064	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50065	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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 Fundraising	MKT1121	3	50070	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50215	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Introduction to Health	HEA2001	3	50152	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Introduction to Nutrition	HEA1012	3	50329	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
			50330	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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 Paleontology	GEO1006	3	50447	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Paleontology is the study of fossils—evidence of pre-existing life. This course examines the ways in which fossils were formed, the various types of fossils, and a selection of fossils found in each of the time periods of the Earth's history. The course examines the history of the Earth's formation, the Geological Time Scale and then the fossils of each of the periods. The fossils are examined in the context of the planet's development and evolution; extinction events are noted for their effect on the development of life on Earth.</p> <p>Course is fully online, asynchronous delivery.</p>
Introduction to Pharmacology	PHR1000	3	50172	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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. Prerequisite: MDT1000, Medical Terminology</p>
Introduction to Philosophy	PHL1001	3	50225	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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 Project Mgmt.	MGT1300	3	50074	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50075	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50076	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50077	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Introduction to Sociology	SGY1100	3	50405	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50406	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50407	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Japanese I	LNG1010	3	50142	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Java Advanced	JAV1106	3	50106	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: JAV1003, Java Introduction, & JAV1500, Java Intermediate

Continuing Education Course List – Spring 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 Intermediate	JAV1500	3	50271	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: JAV1003, Java Introduction
Java Introduction	JAV1003	3	50270	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HTM1006, HTML Introduction
Java Script	JAV1005	4	50399	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HTM1006, HTML Introduction
LD's and Other Disorders	LDS1610	4	50096	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	In this course, students will acquire a more detailed understanding of the psychological processes associated with different types of LDs, be introduced to NVLDs (Nonverbal Learning Disabilities) and ASD (Autism Spectrum Disorder), learn about ADHD and its different presentations, and become aware of current issues related to LD diagnosis, the efficacy of AT, and the accommodation of extra time. Course is fully online, asynchronous delivery. Prerequisite: LDS1201, Intro to Learning Disabilities

Continuing Education Course List – Spring 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
Leadership in a Team Environme	BUS1051	3	50052	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50113	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50085	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Leading Teams	LDC1006	2	50168	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50098	10-May-22	28-Jun-22	24-May-22	24-May-22	11-Jun-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.

Continuing Education Course List – Spring 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
Legal Terminology	LAW1050	3	50268	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50359	10-May-22	28-Jun-22	24-May-22	24-May-22	11-Jun-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. Note: You must be 19 years of age or older to take this course. There will be no exceptions to this requirement. Course is fully online, asynchronous delivery.
			50360	4-Jul-22	22-Aug-22	11-Jul-22	18-Jul-22	5-Aug-22		
Let's Start Ojibwe	NTS1400	3	50257	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Let's Talk Sports	SPO1000	3	50412	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Macroeconomics	ECM1300	3	50022	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ECM1200, Microeconomics
			50023	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50024	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50025	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Management Principles	MGT1700	3	50054	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50055	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50056	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50057	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Managing Change	LDC0100	2	50125	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 – Spring 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	50081	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50388	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will introduce students to digital marketing approaches through social media, website content development and automation. Students will learn to plan, create and execute a digital strategy while leveraging their own design capabilities, organic SEO approaches and appropriate online platforms, along with the tools, insights and outreach they offer. Course is fully online, asynchronous delivery. Prerequisite: MKT1250, Marketing II
Marketing I	MKT1131	3	50449	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50450	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
Marketing II	MKT1250	3	50451	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MKT1004, Foundations of Marketing, OR MKT1131, Marketing I

Continuing Education Course List – Spring 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
Material & Operations Mangement.	MGT2305	3	50058	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50059	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50060	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50061	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Med Conditions for Med Office	MED0101	3	50156	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50155	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50158	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Medical OHIP Billing	HEA1085	3	50320	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MDT1000, Medical Terminology
Medical Terminology	MDT1000	3	50312	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50313	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50314	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50315	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Mental Health Accommodations	LDS1005	4	50095	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: LDS1201, Intro to Learning Disabilities

Continuing Education Course List – Spring 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
Mental Health and Society	HEA1170	3	50200	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
Mental Health Literacy	GEN2426	3	50358	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>This course will introduce students to mental health literacy and its goals of recognizing and managing mental health concerns, strengthening mental health and well-being, and ending stigma. Focusing on the post-secondary student population, this course takes an intersectional approach and considers multiple and diverse perspectives on mental health and well-being in our changing world. Throughout the course, students will build a variety of skills and capacities that contribute to well-being at the individual level as well as at the community level. This course is not intended to be a substitute for counselling and it does not qualify students to act as mental health professionals upon completion.</p> <p>Course is fully online, asynchronous delivery.</p>
Mental Health Wellness I	LDS7000	3	50246	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In this course students learn about mental health support and accommodation strategies as well as best practices as they relate to the Ontario Human Rights Commission's Policy and Guidelines on Disability and the Duty to Accommodate, WSIB's Responsibilities of the Workplace Parties in Work Reintegration, Psychological Health and Safety Standards and Universal Instructional Design.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Mental Health Wellness II	LDS7001	3	50247	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	In this course students learn about WSIB’s policies related to Chronic Mental Stress and Posttraumatic Stress Disorder in First Responders and other Designated Workers. Students complete a certificate in Mental Health First Aid and utilize the Conversations That Matter resources for disability management. Course is fully online, asynchronous delivery.
Meteorology	SCI1205	3	50453	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This is an introductory course in Meteorology that seeks to, logically and methodically, develop the student’s understanding of weather and weather-related phenomena. Students taking this course will develop a good working knowledge of all aspects of Meteorology and will be much better informed as to the nature and causes of weather-related events. Course is fully online, asynchronous delivery.
Methods of Fundraising	MKT1123	3	50072	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Microeconomics	ECM1200	3	50018	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50019	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50020	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50021	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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
Middle Ages & the Modern World	GEN1005	3	50181	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Minerals	GEO1150	3	50446	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Mineralogy is the study of the crystals that comprise rocks. This course studies minerals. It is a course that allows the student to become very knowledgeable about minerals and to enjoy their beauty. The course begins by explaining what minerals are, their composition and their classification. The concept of mineral formation is followed by the use of descriptive and identifying properties.</p> <p>The student is introduced to the use of a 'key'. After having learned how to identify important minerals, the student will be introduced to some of the fascinating minerals on Earth: gemstones, ore minerals and essential minerals. The course concludes by examining various mineral collecting sites of the world.</p> <p>Course is fully online, asynchronous delivery.</p>
Monitoring & Measurement	MKT0101	3	50466	10-May-22	5-Jul-22	24-May-22	24-May-22	16-Jun-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>Learners explore how to monitor and measure the impact of a social media strategy or social media efforts. Specifically, learners learn which tools are available for monitoring and measuring social media efforts. Through online discussion, learners discuss the challenges of ongoing measurement in a rapidly changing field and explore strategies for addressing these challenges. Learners are also introduced to basic Search Engine Optimization (SEO) and how social media efforts can lead to increased and effective website traffic.</p> <p>Course is fully online, asynchronous delivery.</p> <p>Prerequisite: MKT0100, Develop a Social Media Strategy; OR MKT0103, Intro to Social Media</p>
			50010	4-Jul-22	29-Aug-22	11-Jul-22	18-Jul-22	10-Aug-22		

Continuing Education Course List – Spring 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
Myths and Legends	MYT1000	3	50418	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			50419	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Negotiation and Leadership	MOG1010	3	50097	10-May-22	28-Jun-22	24-May-22	24-May-22	11-Jun-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.
Nutrition	HCP1001	3	50443	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50444	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Nutrition in Health Care	HEA0106	3	50331	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HEA1040, Introduction to Nutrition, OR HEA1012, Introduction to Nutrition
			50332	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Occupational Health & Safety	OCC1000	3	50120	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50121	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50122	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Oceanography	OCE1000	3	50448	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
Office Technology & Procedures	OTP1001	3	50389	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.
			50390	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Operating a Trades Budget	BUS4320	3	50053	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	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. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Orientation to Palliative Care	PAL1003	2	50459	10-May-22	2-Aug-22	24-May-22	24-May-22	5-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	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. Course is fully online, asynchronous delivery.
Palliative Care Communications	PAL1002	1	50460	10-May-22	2-Aug-22	24-May-22	24-May-22	5-Jul-22	Domestic: \$206.56 Senior (65+): \$162.60 International: \$464.86	This course will focus on communication with individuals with a life-limiting illness, their families and significant others. Topics include: basic process and steps of effective communication, factors influencing personal and cultural attitudes in communication, identifying basic verbal and non-verbal communication, self-care for palliative care providers, and identifying challenges and facilitators to effective communication in palliative care. Course is fully online, asynchronous delivery.
Pathophysiology I for RPN	PTH0100	3	50391	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: BIO1125, Anatomy & Physiolog II for RPN

Continuing Education Course List – Spring 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
Pathophysiology II for RPN's	PTH1001	3	50392	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: PTH1000, Pathophysiology I for RPN, or PTH0100, Pathophysiology I for RPN, or BIO1014, Pathophysiology I
			50393	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Payroll Administration	BUS1030	3	50258	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50259	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50260	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50261	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Performance Management	LDC1005	2	50442	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 Finance	FIN1009	3	50340	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course introduces students to the factors that influence personal and societal finances. Through an understanding of basic principles, vocabulary and concepts, students adjust to changing situations by recognizing the ways that new practices or trends affect personal finance. Students recognize and understand personal values, how they change throughout the lifecycle and how they influence financial decisions. Course is fully online, asynchronous delivery.

Continuing Education Course List – Spring 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
Personal Selling	MKT1009	3	50118	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>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.</p> <p>Course is fully online, asynchronous delivery.</p> <p>Prerequisite: MKT1004, Foundations of Marketing, OR MKT1131, Marketing I</p>
Personality Psyc: Expl Differn	PSY0101	3	50144	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Pharmacology for Med Office	PHR0101	3	50157	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Phil of Art Concepts&Theories	ART3854	3	50226	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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 and mimetic theories in the philosophy of art. Course is fully online, asynchronous delivery.
Philosophies of ECE	ECE0102	3	50354	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: 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

Continuing Education Course List – Spring 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
Physical Building Management	MGT0100	3	50219	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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> <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>
			50220	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Plumbing Inspection	HIC1008	3	50304	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>

Continuing Education Course List – Spring 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
Poetry Writing	EGH1005	3	50141	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50228	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50274	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50404	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50396	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Programming for Beginners	CMP1150	2	50458	10-May-22	22-Jul-22	24-May-22	24-May-22	27-Jun-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	50185	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50166	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
Project Management	LDC1002	2	50190	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Project Mgt Scheduling Softw.	MGT1111	3	50066	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MGT1300, Introduction to Project Mgmt.
			50067	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50068	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50069	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Project Risk Issues and Change	BUS1270	3	50186	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Psychological & Social Implctn	PAL1004	2	50342	10-May-22	19-Jul-22	24-May-22	24-May-22	25-Jun-22	Domestic: \$317.16 Senior (65+): \$229.24 International: \$833.76	This course is designed to enable students to develop a basic understanding of psychological and social implications in oncology and palliative care patients and their families throughout the trajectory of the illness experience. Topics to be explored include psychological distress, suffering, factors affecting coping and helping relationships, the grief journey, the role of culture, social changes during illness, end-of-life tasks, planning for death, burnout, and caring for caregivers. Course is fully online, asynchronous delivery.
Quantity Food Preparation	HEA0105	3	50327	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50328	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
QuickBooks Online	ACC1141	3	50211	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	QuickBooks Online (QBO) is a cloud-based accounting software program. Students will learn the difference between QuickBooks Pro and QBO before utilizing program features. Students will explore and apply key features, including: tracking and communicating customers, invoicing, supplier management, profitability analysis, payroll, HST management and reporting. Additionally, students will explore 3rd party application integration. Course is fully online, asynchronous delivery.
			50212	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50213	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Quickbooks Online Level II	QUI1100	3	50262	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This advanced QuickBooks Online Level 2 course addresses the needs of those who desire a deeper look at QuickBooks extended capabilities as well as cloud application possibilities. In addition to reviewing the skills and knowledge required for daily small business accounting needs, students will learn how to streamline processes and support their accounting records for tax and audit purposes. Students will learn about QuickBooks Accountant connections, examine various integration applications to streamline processes, meet specialized business needs, and take a deeper look at the QuickBooks Reporting Centre and how it supports business performance analysis. Course is fully online, asynchronous delivery. Prerequisite: QUI1000, Quickbooks Introduction; OR ACC1141, Quickbookst Online I

Continuing Education Course List – Spring 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
Racism & Discrimination	LAW0100	3	50333	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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. 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	50432	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: HUR1000, Principles of Human Resources, OR HUR1007, HR Resource Mgmt Principles, OR HRP0101, Human Resource Mgmt Principles</p>
			50433	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50434	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50435	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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
Restoration Ecology	ECO0100	3	50151	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50105	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>

Continuing Education Course List – Spring 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
Romance Writing	EGH1400	3	50201	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50298	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50323	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50324	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Science Fiction	SFI1000	3	50414	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ENG1002, College Communications, or ENG1500, Communication I, (override if they have a college level English)
			50415	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		

Continuing Education Course List – Spring 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
Selected Topics in Psychology	PSY1008	3	50400	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50401	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50402	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50403	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Site Logistics	EMS1002	3	50108	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	This course will focus on the organizational principles associated with the successful operation of special events such as weddings, meetings, conferences, trade shows and festivals. Emphasis will be placed on technical and non-technical aspects such as agenda design, venue selection, site inspections, site analysis, sound, lighting, staging, and security. Students will also learn about operations management which includes planning, controlling, special permits, understanding bylaws and employee health and safety to ensure a successful event. Students will also have the opportunity to explore industry certificates. Course is fully online, asynchronous delivery.
Soc., Diversity & Soc. Change	SOC2859	3	50227	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Social Media and Society	SOC3000	3	50361	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>In a few short years, social media has profoundly changed the global communication landscape. With the advent of social media tools such as 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.</p> <p>Course is fully online, asynchronous delivery.</p>
Social Media Marketing	BUS1025	3	50454	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Social Psychology	PSY1330	3	50145	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Society & Tech & Social Issues	SOC2860	3	50230	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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).</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Statistics	MTH2002	4	50218	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50005	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50366	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
			50367	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
			50368	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
			50369	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		
Structure Inspection	HIC1001	3	50299	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
Supply Chain and Operations	SCM1700	3	50199	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Technical Calculus I	MTH1004	4	50183	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>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.</p> <p>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.</p>
Technical Calculus II	MTH1007	3	50184	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Prerequisite: MTH1004, Technical Calculus I</p>
Technical Mathematics	MMT1100	4	50249	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
Technical Mathematics II	MMT1110	4	50251	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$534.44 Senior (65+): \$358.60 International: \$1567.64	<p>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.</p> <p>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.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: MMT1100, Technical Mathematics</p>
The Construction Industry	CON1012	3	50243	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>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/</p> <p>Course is fully online, asynchronous delivery.</p>
The History of Brewing	HST0101	3	50138	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>

Continuing Education Course List – Spring 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
The History of Chocolate	HST0102	3	50130	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.
Training & Development	TRN1000	4	50374	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: 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
		4	50375	1-Jun-22	7-Sep-22	8-Jun-22	15-Jun-22	5-Aug-22		
		4	50376	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
		4	50377	2-Aug-22	8-Nov-22	9-Aug-22	16-Aug-22	6-Oct-22		

Continuing Education Course List – Spring 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
Trauma Informed Practices	LDS1101	3	50456	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50094	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50316	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MDT1000, Medical Terminology
Understanding Surgical Proced.	HEA0107	3	50317	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: MDT1000, Medical Terminology

Continuing Education Course List – Spring 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
Wellness for Children	HEA1021	2	50364	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$317.16 Senior (65+): \$229.24	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.
			50365	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22	International: \$833.76	
What in the world is going on?	CUR1000	3	50411	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50287	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90	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.
			50308	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22	International: \$1201.68	
Word Expert	WRD1002	3	50309	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: WRD1001, Word Core
Working/Comm. in a Medical Set	HEA0108	3	50318	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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.

Continuing Education Course List – Spring 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
World Religions:West/East Trad	GEN2455	3	50242	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Writing for Publication I	WRI1050	3	50146	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery.</p>
Writing for Publication II	WRI1045	3	50147	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-22	Domestic: \$426.78 Senior (65+): \$294.90 International: \$1201.68	<p>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.</p> <p>Course is fully online, asynchronous delivery. Prerequisite: WRI1050, Writing for Publication I</p>

Continuing Education Course List – Spring 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
Writing for the Web	WRT1002	3	50409	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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	50336	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>
			50337	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		
Writing Short Stories	EGH1007	3	50027	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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>

Continuing Education Course List – Spring 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
Writing the Environment	WRI1006	3	50422	10-May-22	16-Aug-22	24-May-22	24-May-22	14-Jul-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: ENG1500, Communication I (override if they have a college level English)
			50423	4-Jul-22	11-Oct-22	11-Jul-22	18-Jul-22	7-Sep-22		