Continuing Education
Course Calendar
Winter/Spring 2017
HOW TO REGISTER FOR COURSES
Registration begins on **November 28 for fall courses** and on **April 3 for spring/summer** courses.

Please note that total fees must be remitted upon registration. Please be sure to read the refund policy available on our website and in this document prior to registering.

REGISTER EARLY!
Please register at least three working days prior to the first scheduled class. This may help prevent a class cancellation.

ON THE WEB
Visit [http://cambriancollege.ca/continuing/](http://cambriancollege.ca/continuing/) to register for courses, to see when courses are running, and the cost and length of courses.

1. Click on **All Courses**
2. Type the word you are looking for (e.g. **ABC 1234**) and leave a space after the first three letters
3. Move your mouse to the course you are interested in. A magnifying glass will appear, click it to see details about the course. **Meeting Times** shows start and end dates
4. Click the **Add button** to add the course
5. Click the **Register button** on the bottom right of the screen
6. Your student number is your eight digit number beginning with an A (e.g. **A0001001**) and your password is your date of birth (**MMDDYY**) 
7. If you do not have a student number, you can create one
8. Follow the prompts and pay for the course

Please remember to check for **textbooks and software** online at cambriancollege.ca/continuing under **Helpful Information**.

IN PERSON/BY PHONE
**Cambrian College Enrolment Centre**
(705) 566-8101, extension 3003 or 1-800-461-7145

Regular hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.
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Part-time Programs
ACCOUNTING I CERTIFICATE (ACTO)

Do you enjoy working with numbers? Are you committed to working towards a lucrative educational goal? Whether your goal is to be employed in the commerce industry or in government, this program will offer you the opportunity to acquire skills and knowledge in the accounting discipline.

Most of these courses are online, expect two courses which are only available in class.

EMPLOYMENT OPPORTUNITIES
Students may find opportunities in both the private and public sector, specifically as accounting technicians, cost accountants, auditors, payroll officers, and working in banks/financial institutions.

ADMISSION REQUIREMENTS
Unless otherwise stated for a specific course, any adult (minimum age 19), regardless of residence, previous schooling or experience, may enrol in any of the part-time courses for this certificate program.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $6,000. Students may pay for one course at a time. The cost of textbooks is approximately $2,300.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE ACTO PROGRAM
Please fill in the Application Form available on our website. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Semester Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>ACC 1100</td>
<td></td>
</tr>
<tr>
<td>Introduction to Financial Accounting</td>
<td></td>
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<tr>
<td>BUS 1100</td>
<td></td>
</tr>
<tr>
<td>Business Mathematics</td>
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<tr>
<td>ISP 1100</td>
<td></td>
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<tr>
<td>Computer Competency</td>
<td></td>
</tr>
<tr>
<td>BUS 1200</td>
<td>BUS 1100</td>
</tr>
<tr>
<td>Mathematics of Finance</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>ACC 1310</td>
<td>ACC 1100</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>ACC 1215</td>
<td>ACC 1100</td>
</tr>
<tr>
<td>Accounting Simulation (now BUS 1035)</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>ACC 1117</td>
<td>ACC 1310</td>
</tr>
<tr>
<td>Intermediate Accounting I</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC 3501</td>
<td>ACC 1310</td>
</tr>
<tr>
<td>Auditing</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC 3540</td>
<td>ACC 1310</td>
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<tr>
<td>Taxation I</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACC 1118</td>
<td>ACC 1117</td>
</tr>
<tr>
<td>Intermediate Accounting II</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACC 2320</td>
<td>ACC 1310</td>
</tr>
<tr>
<td>Management Accounting I</td>
<td>Financial Accounting</td>
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<tr>
<td>ACC 1119</td>
<td>ACC 1118</td>
</tr>
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<td>Intermediate Accounting III</td>
<td>Intermediate Accounting II</td>
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<td>ACC 1121</td>
<td>ACC 1119</td>
</tr>
<tr>
<td>Intermediate Accounting IV</td>
<td>Intermediate Accounting III</td>
</tr>
</tbody>
</table>

*in recommended order
**Introduction to Financial Accounting**
ACC 1100 (4 credits)
Cambrian Moodle Online: $451.94

**NEW In Class:**
6 weekends
(5 hours Saturday, 5 hours Sunday)
Feb 4, 5, 11, 12, 25, 26,
March 4, 5, 11, 12, 18 and 19
or
Apr 22, 23, 29, 30, May 6, 7, 13, 14, 27, 28, June 3 and 4

**Paper Based Correspondence:**
$516.94

**Business Mathematics**
BUS 1100 (4 credits)
Cambrian Moodle Online: $451.94

**Introduction to Computer Competency**
ISP 1100 (4 credits)
Cambrian Moodle Online: $451.94

**Financial Math**
BUS 1200 (4 credits)
Cambrian Moodle Online: $451.94

**Financial Accounting II**
ACC 1310 (4 credits)
Cambrian Moodle Online: $451.94

**NEW In Class:**
6 weekends
(5 hours Saturday, 5 hours Sunday)
Feb 4, 5, 11, 12, 25, 26,
March 4, 5, 11, 12, 18 and 19
or
Apr 22, 23, 29, 30, May 6, 7, 13, 14, 27, 28, June 3 and 4

**Intermediate Accounting I**
ACC 1117 (5 credits)
Cambrian Moodle Online: $563.67

**Taxation I**
ACC 3540 (4 credits)
Cambrian Moodle Online: $451.94

**Intermediate Accounting II**
ACC 1118 (4 credits)
Cambrian Moodle Online: $451.94

**Management Accounting I**
ACC 2320 (4 credits)
Cambrian Moodle Online: $451.94

**Intermediate Accounting III**
ACC 1119 (4 credits)
Cambrian Moodle Online: $451.94

---

**COURSE DATES FOR CAMBRIAN MOODLE ONLINE AND PAPER BASED CORRESPONDENCE**

**Start and end dates for each course**

Jan 10, 2017 to Apr 25, 2017
Mar 1, 2017 to Jun 14, 2017
May 9, 2017 to Aug 22, 2017
Jul 4, 2017 to Oct 17, 2017

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**Computer Apps for Business**
BUS 1035 (3 credits)
Cambrian Moodle Online: $340.20
BOOKKEEPING CERTIFICATE PROGRAM (BKKP)
Cambrian College, in cooperation with the Canadian Institute of Bookkeeping (CIB), offers this program for the part-time student wishing to pursue a career as a professional bookkeeper.

The program consists of theory and hands-on computer applications. Practical experience is recommended before attempting to qualify for certification with the CIB. Exemptions are granted to Cambrian students through the CIB when a grade of 65% or better is achieved in the program. Certain courses may be subject to a time limit for registration.

For CIB membership and/or exemption information, visit www.cibcb.com.

All of these courses are available online.

EMPLOYMENT OPPORTUNITIES
Graduates may find opportunities in both private and public sectors as bookkeepers, payroll officers, in accounts receivable and in payable departments and as office clerks.

ADMISSION REQUIREMENTS
Unless otherwise stated for a specific course, any adult (minimum age 19), regardless of residence, previous schooling or experience, may enrol in any of the part-time courses for this certificate program.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE BKKP PROGRAM
Please fill in the Application Form available on our website. You do not require transcripts. There is NO cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

Program Courses *in recommended order

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>ACC 1100</td>
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<tr>
<td>ISP 1100</td>
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<tr>
<td>ISP 3026</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 1310</td>
<td>ACC 1100 Introduction to Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACC 2310</td>
<td>ACC 1100 Introduction to Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACC 1017</td>
<td>ACC 1310 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 1030</td>
<td>ACC 1310 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACT 1000</td>
<td>ACC 1310 Financial Accounting</td>
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<tr>
<td>ACC 1117</td>
<td>ACC 1310 Financial Accounting</td>
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<tr>
<td>ACC 3540</td>
<td>ACC 1310 Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACT 1002</td>
<td>ACT 1000 Simply Accounting for Windows</td>
<td></td>
</tr>
</tbody>
</table>
Introduction to Financial Accounting
ACC 1100 (4 credits)
Cambrian Moodle Online: $451.94
NEW In Class:
6 weekends
(5 hours Saturday, 5 hours Sunday)
Feb 4, 5, 11, 12, 25, 26, March 4, 5, 11, 12, 18 and 19
or
Apr 22, 23, 29, 30, May 6, 7, 13, 14, 27, 28, June 3 and 4
Paper Based Correspondence: $516.94

Introduction to Computer Competency
ISP 1100 (4 credits)
Cambrian Moodle Online: $451.94

Spreadsheet Management
ISP 3026 (3 credits)
Cambrian Moodle Online: $340.20

Financial Accounting II
ACC 1310 (4 credits)
Cambrian Moodle Online: $451.94
NEW In Class:
6 weekends
(5 hours Saturday, 5 hours Sunday)
Feb 4, 5, 11, 12, 25, 26, March 4, 5, 11, 12, 18 and 19
or
Apr 22, 23, 29, 30, May 6, 7, 13, 14, 27, 28, June 3 and 4

Managerial Accounting
ACC 2310 (4 credits)
Cambrian Moodle Online: $451.94

Introduction to Internal Audit
ACC 1017 (4 credits)
Cambrian Moodle Online: $451.94

Intermediate Accounting I
ACC 1117 (5 credits)
Cambrian Moodle Online: $563.67

Taxation I
ACC 3540 (4 credits)
Cambrian Moodle Online: $451.94

Payroll Administration
BUS 1030 (3 credits)
OntarioLearn Online: $431.20

Sage 50
ACT 1000 (2 credits)
OntarioLearn Online: $319.47

Sage 50 II
ACT 1002 (2 credits)
OntarioLearn Online: $319.47
Part-time Programs

DIABETES EDUCATION GRADUATE CERTIFICATE (DICT)

This certificate program, designed in collaboration with the Northern Diabetes Health Network, is available only to Registered Nurses and Registered Dietitians. The program will cover topics such as disease process, management of diabetes, patient education, living with diabetes, and special issues with diabetes. The program includes two fieldwork components.

All of these courses are available online.

EMPLOYMENT OPPORTUNITIES
Graduates of the program may find employment in a variety of health centres.

ADMISSION REQUIREMENTS
Proof of registration as a Registered Nurse or Registered Dietitian.

FIELDWORK/PLACEMENT
Current Standard First Aid and CPR Level C
Up-to-date Immunization Record (including a 2-step TB skin test within 3 months of fieldwork start date or a chest x-ray (not more than one year old if TB skin test is positive).

It is also recommended and assumed that students have a basic knowledge of human physiology.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $1,900. Students may pay for one course at a time. The cost of textbooks is approximately $375.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE DICT PROGRAM
Please fill in the Application Form available on our website. In addition, you must provide proof of current status as a Registered Nurse or Registered Dietician. There is NO cost for this application. Send the form and proof to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

Program Courses *in recommended order

<table>
<thead>
<tr>
<th>Course</th>
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<th>Semester Offerings</th>
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<tbody>
<tr>
<td>DEC 0102 Diabetes: The Basics</td>
<td></td>
<td>✓ ✓ ✓</td>
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<tr>
<td>DEC 0100 Diabetes Education:</td>
<td>DEC 0102 Diabetes: The Basics</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>Approaches to Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEC 0101 Living with Diabetes</td>
<td>DEC 0100 Diabetes Education: Approaches to Practice</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>DEC 1006 Diabetes: Through the Lifespan</td>
<td>DEC 0101 Living with Diabetes</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>DEC 1003 Diabetes Fieldwork I</td>
<td>DEC 1006 Diabetes: Through the Lifespan</td>
<td>✓ ✓ ✓</td>
</tr>
<tr>
<td>DEC 1005 Diabetes Fieldwork II</td>
<td>DEC 1003 Diabetes Fieldwork I</td>
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</table>
### Part-time Programs

#### COURSE DATES FOR CAMBRIAN MOODLE ONLINE

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Diabetes Fieldwork I</td>
<td>Jan 10, 2017 to Mar 31, 2017</td>
<td>Cambrian Moodle Online: $228.47</td>
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<tr>
<td>Diabetes Fieldwork II</td>
<td>Mar 1, 2017 to May 10, 2017</td>
<td>Cambrian Moodle Online: $228.47</td>
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<tr>
<td></td>
<td>May 9, 2017 to Jul 18, 2017</td>
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<td></td>
<td>Jul 4, 2017 to Sep 12, 2017</td>
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</table>

#### COURSE DATES FOR ONTARIOLEARN ONLINE

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes: The Basics</td>
<td>Jan 10, 2017 to Apr 18, 2017</td>
<td>OntarioLearn Online: $431.20</td>
</tr>
<tr>
<td>Diabetes Education: Approaches in Practice</td>
<td>May 9, 2017 to Aug 15, 2017</td>
<td>OntarioLearn Online: $431.20</td>
</tr>
<tr>
<td></td>
<td>Mar 1, 2017 to Jun 7, 2017</td>
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<td></td>
<td>Jul 4, 2017 to Oct 10, 2017</td>
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<tr>
<th>Course</th>
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<tr>
<td>Diabetes: Through the Lifespan</td>
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</tr>
</tbody>
</table>

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#### Course Descriptions

- **Diabetes: The Basics**  
  DEC 0102 (3 credits)  
  OntarioLearn Online: $431.20  

- **Diabetes Education: Approaches in Practice**  
  DEC 0100 (3 credits)  
  OntarioLearn Online: $431.20  

- **Diabetes: Through the Lifespan**  
  DEC 1006 (3 credits)  
  OntarioLearn Online: $431.20
FOOD SERVICE WORKER CERTIFICATE (FSWO)
The Food Service Worker certificate program will provide students with the knowledge, skills, and abilities required to perform effectively in institutional, commercial, or long-term care food preparation settings.

All of these courses are available online except FSW 0111 which is available via paper based correspondence.

EMPLOYMENT OPPORTUNITIES
Graduates may secure employment in many areas of food service handling including hospitals, nursing homes, cafeterias, or restaurants.

ADMISSION REQUIREMENTS
Unless otherwise stated for a specific course, any adult (minimum age 19) with Ontario Secondary School Grade 10 may enrol in any of the part-time courses for this certificate program.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,500. Students may pay for one course at a time. The cost of textbooks is approximately $150.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE FSWO PROGRAM
Please fill in the Application Form available on our website. In addition, you must provide transcripts as grade 10 is the minimum requirement of entry into this program. There is NO cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

Please ask your college, university, or high school to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

Program Courses *in recommended order

<table>
<thead>
<tr>
<th>Course</th>
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<th>Semester Offerings</th>
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<tbody>
<tr>
<td>HRM 1001</td>
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<tr>
<td>HEA 1019</td>
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<tr>
<td>HEA 1011</td>
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<td>HEA 1007</td>
<td>HEA 1012</td>
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<td>HEA 1012</td>
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<tr>
<td>HEA 1030</td>
<td>HEA 1012</td>
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<td>HEA 1030</td>
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</table>
### Part-time Programs

#### COURSE DATES FOR PAPER BASED CORRESPONDENCE
Start and end dates for each course

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 10, 2017 to Apr 25, 2017</td>
<td></td>
<td></td>
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<tr>
<td>May 9, 2017 to Aug 22, 2017</td>
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<td></td>
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<tr>
<td>Mar 1, 2017 to Jun 14, 2017</td>
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<tr>
<td>Jul 4, 2017 to Oct 17, 2017</td>
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</tr>
</tbody>
</table>

#### Basic Food Preparation
FSW 0111 (3 credits)
Paper Based Correspondence: $405.20

#### COURSE DATES FOR ONTARIOLEARN ONLINE
Start and end dates for each course

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 10, 2017 to Apr 18, 2017</td>
<td></td>
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<tr>
<td>May 9, 2017 to Aug 15, 2017</td>
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</tr>
</tbody>
</table>

#### Institutional Food Service
HRM 1001 (3 credits)
OntarioLearn Online: $431.20

#### Quality Food Preparation
HEA 1011 (2 credits)
OntarioLearn Online: $319.47

#### Sanitation and Safety
HEA 1019 (3 credits)
OntarioLearn Online: $431.20

#### Communication and Food Services Worker
HEA 1007 (2 credits)
OntarioLearn Online: $319.47

#### Introduction to Nutrition
HEA 1012 (3 credits)
OntarioLearn Online: $431.20

#### Introduction to Nutrition
HEA 1012 (3 credits)
OntarioLearn Online: $431.20
HOME INSPECTION CERTIFICATE (HICE)

Cambrian College has partnered with Carson Dunlop and Associates to provide a program that satisfies the Standards of Practice of ASHI (American Society of Home Inspectors) and the baseline requirements of the OAHI (Ontario Association of Home Inspectors). The Carson Dunlop program is the only training program that fully complies with ASHI Curriculum and Standards of Practice.

The curriculum will prepare students with the skills and knowledge to identify the implications of problems in homes such as weather damage, poor workmanship, and old age. Emphasis is on practical knowledge of the performance of systems and components in a house, not on theory.

Students pursuing the Home Inspection certificate program may wish to further their studies to become a Home Inspector and seek membership with the Ontario Association of Home Inspectors. Please refer to the Ontario Association of Home Inspectors website (www.oahi.com) for more information and their membership requirements.

For more information about the Cambrian College/Carson Dunlop program, please visit:
Carson Dunlop (www.carsondunlop.com)
Canadian Association of Home and Property Inspectors – Ontario (www.cahpi-ontario.org),
Alberta (www.cahpi-alberta.com), Atlantic (www.cahpi-atl.com), BC (www.cahpi.bc.ca)
American Society of Home Inspectors (www.ashi.org)

All of these courses are available online and run 3 times a year: January, May, and September.

EMPLOYMENT OPPORTUNITIES
Home inspection became part of the real estate scene in the mid 70’s and since then consumer demand has risen steadily. Approximately 60% of resale homes in North America are inspected and there is considerable room for growth in this profession.

ADMISSION REQUIREMENTS
It is recommended that students have some experience with the construction/housing industry but any adult may enrol in the certificate.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $4,400. Students may pay for one course at a time. The cost of textbooks is approximately $2,750.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE HICE PROGRAM
Please fill in the Application Form available on our website. There is NO cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
**Program Courses** *in recommended order*

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
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**COURSE DATES FOR ONTARIOLEARN ONLINE**

Start and end dates for each course

- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Start and End Dates</th>
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<tbody>
<tr>
<td><strong>Structure Inspection</strong></td>
<td>HIC 1001 (3 credits)</td>
<td>Jan 10, 2017 to Apr 18, 2017</td>
</tr>
<tr>
<td>OntarioLearn Online: $431.20</td>
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<tr>
<td><strong>Electrical Inspection</strong></td>
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<tr>
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<tr>
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</tr>
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<td></td>
</tr>
<tr>
<td><strong>Communication and Professional Practice</strong></td>
<td>HIC 1010 (3 credits)</td>
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<tr>
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</table>
APPLIED LEARNING DISABILITY SPECIALIST GRADUATE CERTIFICATE (LDGC)

This graduate certificate program is designed to build upon existing knowledge in the field of education for professionals interested in working with students with learning disabilities.

The focus will be on developing a thorough understanding of the impact of learning disabilities, including the social-emotional impacts. Coexisting conditions are also explored including mental illness, non-verbal learning disabilities, and Attention Deficit Hyperactivity Disorder.

This is a practical program with specific courses related to the development of learning strategies and applications and in now to utilize assistive technology.

All of these courses are available online.

EMPLOYMENT OPPORTUNITIES
This graduate certificate will provide educators at every level with increased opportunities in the field of education. Graduates may find employment in elementary and secondary schools as well as in postsecondary institutions and within agencies that provide support to persons with learning disabilities.

ADMISSION REQUIREMENTS
The minimum requirements for admission to the Learning Disability Specialist programs are as follows:

Minimum 2- or 3-year diploma or degree from an accredited postsecondary institution

It is recommended that the diploma/degree described above is related to the field of education.

ADDITIONAL INFORMATION
Participants in this program will be required to work with students with learning disabilities.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $4,900. Students may pay for one course at a time. The cost of textbooks is approximately $125.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE LDGC PROGRAM
Please fill in the Application Form available on our website. There is NO cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

THE BOOKLIST IS ONLINE
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>GIC 1155 Understanding Learning Disabilities</td>
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<tr>
<td>GIC 1156 Legal Foundations</td>
<td>GIC 1155 Understanding Learning Disabilities</td>
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<tr>
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<tr>
<td>LST 1000 Learning Strategies: Academic</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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</tr>
<tr>
<td>LST 1020 Learning Strategies: Efficiency</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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<tr>
<td>LST 1010 Learning Applications of Assistive Technology</td>
<td>LST 1000 Learning Strategies: Academic</td>
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<tr>
<td>AST 1000 Text to Speech</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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<tr>
<td>AST 1010 Voice Recognition Software</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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<tr>
<td>AST 1005 Advanced Assistive Technology</td>
<td>AST 1000 Text to Speech</td>
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<tr>
<td>AST 1020 Integrating Assistive Technology with Learning Strategies</td>
<td>AST 1000 Text to Speech</td>
<td></td>
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<tr>
<td>GIC 1161 Adults with ADHD and LD</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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<tr>
<td>GIC 1162 Developing and Delivering Workshops</td>
<td>LST 1010 Learning Applications of Assistive Technology</td>
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<tr>
<td>LDS 1000 Accommodations for Students with LD</td>
<td>GIC 1159 Professional and Ethical Practice</td>
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</tr>
<tr>
<td>LDS 1001 Learning Disabilities and Mental Health</td>
<td>GIC 1159 Professional and Ethical Practice</td>
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<tr>
<td>LDS 1002 Nonverbal Learning Disabilities</td>
<td>GIC 1159 Professional and Ethical Practice</td>
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<tr>
<td>LDS 1003 Transition Issues for Students with LD</td>
<td>GIC 1159 Professional and Ethical Practice</td>
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<tr>
<td>LST 1030 Applied Study: Learning Strategies</td>
<td>Completion of all courses above</td>
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</tr>
<tr>
<td>AST 1030 Applied Study: Assistive Technology</td>
<td>Completion of all courses above</td>
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</tbody>
</table>

*Please email for schedule*
LEARNING DISABILITY SPECIALIST: ASSISTIVE TECHNOLOGIST (ATLD)

This Learning Disability Specialist program is designed for educators who work with students with diagnosed learning disabilities. The program focuses on providing participants with methods and tools necessary for working with students who have significant information processing difficulties as they relate to organizational, analytical, comprehension, general study, and coping skills.

All of these courses are available online.

EMPLOYMENT OPPORTUNITIES
This program builds on the knowledge and training that participants would have attained in preparing for positions as educational assistants, resource teachers, learning strategists, disability counsellors, educational tutors, or assistive technologists for students with learning disabilities in the elementary, secondary, or postsecondary settings.

ADMISSION REQUIREMENTS
The minimum requirements for admission to the Learning Disability Specialist programs are as follows:
Minimum 2- or 3-year diploma or degree from an accredited postsecondary institution
It is recommended that the diploma/degree described above is related to the field of education or computer science.

ADDITIONAL INFORMATION
Participants in this program will be required to work with students with learning disabilities.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly.
The total for the entire program is approximately $2,300. Students may pay for one course at a time. The cost of textbooks is approximately $125.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE ATLD PROGRAM
Please fill in the Application Form available on our website. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:
Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>GIC 1155 Understanding Learning Disabilities</td>
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</tr>
<tr>
<td>GIC 1156 Legal Foundations</td>
<td>GIC 1155 Understanding Learning Disabilities</td>
</tr>
<tr>
<td>GIC 1157 Introduction to Assistive Technology</td>
<td>GIC 1155 Understanding Learning Disabilities</td>
</tr>
<tr>
<td>GIC 1158 Introduction to Learning Strategies</td>
<td>GIC 1155 Understanding Learning Disabilities</td>
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<tr>
<td>GIC 1159 Professional and Ethical Practice</td>
<td>GIC 1156 Legal Foundations</td>
</tr>
</tbody>
</table>
| AST 1000 Text to Speech | GIC 1157 Introduction to Assistive Technology  
GIC 1158 Introduction to Learning Strategies |
| AST 1010 Voice Recognition Software | GIC 1157 Introduction to Assistive Technology  
GIC 1158 Introduction to Learning Strategies |
| AST 1020 Integrating Assistive Technology with Learning Strategies | LST 1000 Learning Strategies: Academic  
LST 1020 Learning Strategies: Efficiency |

**One of the Following Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
</table>
| GIC 1161 Adults with ADHD and LD | GIC 1157 Introduction to Assistive Technology  
GIC 1158 Introduction to Learning Strategies |
| GIC 1162 Developing and Delivering Workshops | LST 1010 Learning Applications of Assistive Technology  
AST 1020 Integrating Assistive Technology with Learning Strategies |
| AST 1030 Applied Study: Assistive Technology | Completion of all courses above |
LEARNING DISABILITY SPECIALIST: LEARNING STRATEGIST (LSLD)

This program is designed for educators who work with students with diagnosed learning disabilities. The program focuses on providing participants with the methods and tools necessary for working with students who have significant information processing difficulties as they relate to organizational, analytical, comprehension, general study, and coping skills.

All of these courses are available online.

LEARNING STRATEGIES
Upon completion of this stream, graduates will be able to work with special education specialists to develop strategies appropriate for students with learning disabilities, to determine processing strengths and challenges, and to match recommendations from psychological assessments with academic accommodations.

EMPLOYMENT OPPORTUNITIES
This program builds on the knowledge and training that participants would have attained in preparing for positions as educational assistants, resource teachers, learning strategists, disability counsellors, educational tutors, or assistive technologists for students with learning disabilities in the elementary, secondary, or postsecondary settings. In postsecondary institutions, Learning Strategists must have a master's degree in psychology or education.

ADMISSION REQUIREMENTS
The minimum requirements for admission to the Learning Disability Specialist programs are as follows:
Minimum 2 or 3-year diploma or degree from an accredited postsecondary institution

It is recommended that the diploma/degree described above is related to the field of education.

ADDITIONAL INFORMATION
Participants in this program will be required to work with students with learning disabilities.

TUITION FEE (CANADIAN STUDENTS)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,500. Students may pay for one course at a time. The cost of textbooks is approximately $125.

TUITION FEE (INTERNATIONAL STUDENTS)
Fees are charged per course according to current international rates and will vary accordingly.

APPLYING FOR THE LSLD PROGRAM
Please fill in the Application Form available on our website. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:
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1400 Barrydowne Road
Sudbury, ON P3A 3V8

THE BOOKLIST IS ONLINE
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<table>
<thead>
<tr>
<th>Program Courses *in recommended order</th>
<th>Semester Offerings</th>
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<tr>
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<td><strong>Prerequisite</strong></td>
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<td>GIC 1155 Understanding Learning Disabilities</td>
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</tr>
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<tr>
<td>LST 1010 Learning Applications of Assistive Technology</td>
<td>AST 1000 Text to Speech AST 1010 Voice Recognition Software</td>
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**One of the Following Electives**

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<th><strong>Course</strong></th>
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<td>Completion of all courses above</td>
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*Please email for schedule*
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<tr>
<th>Course Title</th>
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<th>Duration</th>
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<tr>
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<td>Legal Foundations</td>
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<tr>
<td>Introduction to Learning Strategies</td>
<td>GIC 1158</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Jan 3, 2017 to Jan 28, 2017, or Apr 11, 2017 to May 6, 2017</td>
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<tr>
<td>Professionalism and Ethical Practice</td>
<td>GIC 1159</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Jan 31, 2017 to Feb 25, 2017, or May 9, 2017 to Jun 3, 2017</td>
</tr>
<tr>
<td>Text to Speech</td>
<td>AST1000</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Feb 28, 2017 to Apr 1, 2017, or Jun 6, 2017 to Jul 8, 2017</td>
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<tr>
<td>Speech Recognition</td>
<td>AST 1010</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Apr 3, 2017 to May 6, 2017, or Jul 11, 2017 to Aug 12, 2017</td>
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<tr>
<td>Advanced Assistive Technology</td>
<td>AST1005</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Jul 4, 2017 to Jul 29, 2017</td>
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<tr>
<td>Integrating Assistive Technology with Learning Strategies</td>
<td>AST1020</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>May 9, 2017 to Jun 3, 2017, or Aug 15, 2017 to Sep 16, 2017</td>
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<tr>
<td>Learning Strategies Academic</td>
<td>LST 1000</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Apr 3, 2017 to May 6, 2017, or Jul 11, 2017 to Aug 12, 2017</td>
</tr>
<tr>
<td>Learning Strategies Efficiency</td>
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<td>Cambrian Moodle Online: $228.47</td>
<td>Feb 28, 2017 to Apr 1, 2017, or Jun 11, 2017 to Aug 12, 2017</td>
</tr>
<tr>
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<td>2</td>
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<td>Jun 6, 2017 to Jul 1, 2017</td>
</tr>
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<td>Applied Study – Assisting Technology</td>
<td>AST 1030</td>
<td>2</td>
<td>Cambrian Moodle Online: $340.47</td>
<td>Please check online – usually runs monthly except for July</td>
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<tr>
<td>Accreditation for Students with Learning Disabilities</td>
<td>LDS1000</td>
<td>2</td>
<td>Cambrian Moodle Online: $228.47</td>
<td>Jul 4, 2017 to Jul 29, 2017</td>
</tr>
<tr>
<td>Developing and Delivering Workshops</td>
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<td>Aug 1, 2017 to Aug 26, 2017</td>
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<tr>
<td>Nonverbal Learning Disabilities</td>
<td>LDS1002</td>
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<td>Aug 1, 2017 to Aug 26, 2017</td>
</tr>
<tr>
<td>Transition Issues for Students with Learning Disabilities</td>
<td>LDS1003</td>
<td>2</td>
<td>Cambrian Moodle Online: $228.47</td>
<td>Aug 29, 2017 to Sep 23, 2017</td>
</tr>
<tr>
<td>Applied Study – Learning Strategies</td>
<td>AST 1030</td>
<td>2</td>
<td>Cambrian Moodle Online: $340.47</td>
<td>Please check online – usually runs monthly except for July</td>
</tr>
<tr>
<td>ADHD and LD</td>
<td>GIC1161</td>
<td>2</td>
<td>Cambrian Moodle Online: $228.47</td>
<td>May 9, 2017 to Jun 3, 2017, or Aug 15, 2017 to Sep 16, 2017</td>
</tr>
<tr>
<td>Nonverbal Learning Disabilities</td>
<td>LDS1010</td>
<td>2</td>
<td>Cambrian Moodle Online: $228.47</td>
<td>Aug 1, 2017 to Aug 26, 2017</td>
</tr>
<tr>
<td>Developing and Delivering Workshops</td>
<td>LDS1011</td>
<td>2</td>
<td>Cambrian Moodle Online: $228.47</td>
<td>Aug 29, 2017 to Sep 23, 2017</td>
</tr>
</tbody>
</table>
**OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE (OHCT)**

This program is intended for those who are employed in a safety function, involved in occupational health and safety programming, and for members, or future members, of health and safety committees.

This program helps to **develop the appropriate knowledge and skills to assess the factors that affect the functions of workers in the workplace** and to develop programs that will ensure a safe work environment.

The program is recognized as meeting the education requirements of the Board of Canadian Registered Safety Professionals (BCRSP) for the Canadian Registered Safety Professional (CRSP) designation.

For more information about the BCRSP and the CRSP, please visit www.bcrsp.ca.

All of these courses are available online.

**EMPLOYMENT OPPORTUNITIES**
Graduates may find employment in a safety function for a broad range of organizations, industries, and institutions.

**ADMISSION REQUIREMENTS**
Unless otherwise stated for a specific course, any adult (minimum age 19), regardless of residence, previous schooling or experience, may enrol in any of the part-time courses for this certificate program.

**TUITION FEE (CANADIAN STUDENTS)**
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,600. Students may pay for one course at a time. The cost of textbooks is approximately $450.

**TUITION FEE (INTERNATIONAL STUDENTS)**
Fees are charged per course according to current international rates and will vary accordingly.

**APPLYING FOR THE OHCT PROGRAM**
Please fill in the Application Form available on our website. You do not require transcripts. There is NO cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

**THE BOOKLIST IS ONLINE**
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

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**Program Courses** *in recommended order*

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Semester Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 0101</td>
<td>Chemistry for Non Science Programs</td>
<td>Fall</td>
</tr>
<tr>
<td>OCC 1000</td>
<td>Occupational Health and Safety</td>
<td>Winter</td>
</tr>
<tr>
<td>OHD 2006</td>
<td>Health and Safety Assessment and Education</td>
<td>Spring</td>
</tr>
<tr>
<td>OHS 1008</td>
<td>Accident Prevention and Risk Analysis</td>
<td></td>
</tr>
<tr>
<td>OHD 2001</td>
<td>Legislation in the Workplace</td>
<td>OCC 1000 Occupational Health and Safety</td>
</tr>
<tr>
<td>OHD 2003</td>
<td>Toxicology</td>
<td>CHM 0101 Chemistry for Non Science Programs</td>
</tr>
<tr>
<td>OHD 2004</td>
<td>Chemical Hazards</td>
<td>CHM 0101 Chemistry for Non Science Programs</td>
</tr>
<tr>
<td>OHD 2005</td>
<td>Physical Hazards</td>
<td>OCC 1000 Occupational Health and Safety</td>
</tr>
</tbody>
</table>
### COURSE DATES FOR CAMBRIAN MOODLE ONLINE
Start and end dates for each course

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course Code</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>CHM 0101</td>
<td>3</td>
<td>Jan 10, 2017</td>
<td>Apr 25, 2017</td>
</tr>
<tr>
<td>Non-Science Programs</td>
<td>OHD 2006</td>
<td>3</td>
<td>Mar 1, 2017</td>
<td>Jun 14, 2017</td>
</tr>
<tr>
<td></td>
<td>OCC 1000</td>
<td>3</td>
<td>May 9, 2017</td>
<td>Aug 22, 2017</td>
</tr>
<tr>
<td></td>
<td>OHD 2001</td>
<td>1</td>
<td>Jul 4, 2017</td>
<td>Oct 17, 2017</td>
</tr>
</tbody>
</table>

### COURSE DATES FOR ONTARIOLEARN ONLINE
Start and end dates for each course

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course Code</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety</td>
<td>OCC 1000</td>
<td>3</td>
<td>Jan 10, 2017</td>
<td>Apr 18, 2017</td>
</tr>
<tr>
<td>Legislation in the Workplace</td>
<td>OHD 2001</td>
<td>1</td>
<td>Mar 1, 2017</td>
<td>Jun 7, 2017</td>
</tr>
<tr>
<td>Chemical Hazards</td>
<td>OHD 2005</td>
<td>4</td>
<td>Jan 10, 2017</td>
<td>Apr 18, 2017</td>
</tr>
<tr>
<td></td>
<td>OHD 2004</td>
<td>3</td>
<td>Mar 1, 2017</td>
<td>Jun 7, 2017</td>
</tr>
</tbody>
</table>

### Cambrian Moodle Online Courses
- **Chemistry**
  - CHM 0101 (3 credits)
  - Cambrian Moodle Online: $340.20

### Health and Safety Assessment and Education
- **OHD 2006 (3 credits)**
  - Cambrian Moodle Online: $340.20

### Accident Prevention and Risk Analysis
- **OHS 1008 (2 credits)**
  - Cambrian Moodle Online: $319.47

### Occupational Health and Safety
- **OCC 1000 (3 credits)**
  - OntarioLearn Online: $431.20

### Legislation in the Workplace
- **OHD 2001 (1 credits)**
  - OntarioLearn Online: $207.38

### Toxicology
- **OHD 2003 (2 credits)**
  - OntarioLearn Online: $319.47

### Chemical Hazards
- **OHD 2005 (4 credits)**
  - OntarioLearn Online: $542.94

### Physical Hazards
- **OHD 2004 (3 credits)**
  - OntarioLearn Online: $431.20
Business Courses
ACCOUNTING

Cost and Managerial Accounting II
ACC 1012 (3 credits)

Prerequisites: Cost and Managerial Accounting (ACC 2310) and Business Computing (ISP 1100)

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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Introduction to Internal Audit
ACC 1017 (4 credits)

Prerequisite: Intermediate Accounting I (ACC 1117)

In this course, students will outline the elements of an organization’s internal control system and risk management. They will be required to adopt a risk-based approach for identifying significant IT threats and describing the audit test and procedures for evaluating internal controls. Students will apply and integrate knowledge from various subject areas of accounting in order to provide extensive treatment of accounting application risks, application controls for mitigating risk, tests of controls and substantive testing techniques. Students will assess an organization’s internal control system by preparing and maintaining relevant documentation on an organization’s internal control system and making appropriate recommendations.

Cambrian Moodle Online: $451.94
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 10, 2017

Intermediate Accounting I
ACC 1117 (5 credits)

Prerequisite: Financial Accounting II (ACC 1310) and Mathematics of Finance (BUS 1200)

In this course, students will acquire a comprehensive overview of additional topics and concepts in Accounting. They will learn about the accounting standards and conceptual framework for private and publicly accountable enterprises by completing, identifying and applying the proper presentation and disclosure requirements for all financial statements under ASPE and IFRS. Students will also examine such topics as long term liabilities including bonds payable, revenue recognition and investments under both IFRS and ASPE.

Cambrian Moodle Online: $563.67
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 10, 2017

Introduction to Financial Accounting
ACC 1100 (4 credits)

In this course, students will be introduced to the fundamental accounting principles of debit and credit and to the double entry system of bookkeeping.

Students will also examine the use of control accounts and the opening and closing of a set of books along with the preparation of financial statements.

Cambrian Moodle Online: $451.94
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

NEW In Class:
6 weekends (5 hours Saturday, 5 hours Sunday)
- Feb 4, 5, 11, 12, 25, 26, March 4, 5, 11, 12, 18 and 19
- Apr 22, 23, 29, 30, May 6, 7, 13, 14, 27, 28, June 3 and 4

Paper Based Correspondence: $516.94
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 10, 2017
Intermediate Accounting II  
ACC 1118 (4 credits)  
Prerequisite: Intermediate Accounting I (ACC 1117)

In this course, students will examine, at an intermediate level, transactions and statement presentation for tangible and intangible capital assets and their depreciation. Other topics which will be examined include contingencies, leases and pension costs. A corporate practice set will be completed.

Cambrian Moodle Online: $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017

Intermediate Accounting III  
ACC 1119 (4 credits)  
Prerequisite: Intermediate Accounting II (ACC 1118)

In this course, students will be introduced to the concepts and procedures required to account for shareholder’s equity, earnings per share and accounting changes. An intermediate level examination of complex financial instruments, income taxes and other measurement and disclosure issues will be examined. The students will be required to identify and apply the proper disclosure requirements for all required financial statements under ASPE (Accounting Standards for Private Enterprises) and under IFRS (International Financial Reporting Standards).

Cambrian Moodle Online: $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017

Financial Accounting II  
ACC 1310 (4 credits)  
Prerequisite: Introduction to Financial Accounting (ACC 1100)

In this course, students will examine, in more depth, selected assets and liabilities found on the balance sheet as well as learn to account for transactions involving partnerships and corporations. Assets examined include merchandise inventories, accounts receivable, notes receivable, plant, property, and equipment. Liabilities studied will include short-term bonds payable, warranty liabilities, income tax liabilities, and payroll liabilities.

Cambrian Moodle Online: $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017

Managerial Accounting  
ACC 2310 (4 credits)  
Prerequisite: Introduction to Financial Accounting (ACC 1100)

In this course, students will learn the preparation and use of accounting information as required by managers to direct the operations of business organizations. Students will analyze, organize, and utilize managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, and budgeting. The emphasis will be on managerial accounting systems within manufacturing organizations utilizing job order costing.

Cambrian Moodle Online: $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017
Management Accounting I  
ACC 2320 (4 credits)  
**Prerequisite:** Introduction to Financial Accounting (ACC 1100)

In this course, students will be introduced to the basic concepts in management accounting. Students will focus on cost accounting systems for manufacturing entities, including an in-depth study of job costing. Students will be exposed to basic management accounting terminology, cost behaviour, cost-volume-profit analysis and budgeting. Students will be more successful if they have taken BUS 1100 and BUS 1200 prior to taking this course.

**Cambrian Moodle Online:** $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017

Taxation I  
ACC 3540 (4 credits)  
**Prerequisite:** Intermediate Accounting I (ACC 1117)

In this course, students will acquire a basic working knowledge of the Canadian income tax system. The students will become familiar with theoretical concepts and technical rules in the Income Tax Act, specifically those applicable to individual taxpayers, and learn to apply them to the determination of net and taxable income and to the calculation of income taxes payable.

**Cambrian Moodle Online:** $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 10, 2017

Introduction to Financial Management  
ACT 1200 (3 credits)  
**Prerequisite:** Introduction to Human Resource Management (HUR 1007) or equivalent work knowledge

In this course, students will learn financial and management accounting concepts and techniques, focusing on the relationships between management of performance and basic management functions of planning, coordination and control. It is recommended that students have a basic knowledge of accounting before taking this subject.

**OntarioLearn Online:** $340.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

BUSINESS AND ENTREPRENEURSHIP

Introduction to E-Business  
BUS 1021 (3 credits)  
**Prerequisites:** Introductory Computer Skills (ISP1001) or Computer Competency (ISP1100)

In this course, students will be developing tools, skills and an understanding of technology, business concepts and issues that surround the emergence of electronic businesses on the Internet. The emphasis of the course is on that part of the Internet known as the World Wide Web (www) where such tools are used. In addition to acquiring basic skills for navigating the Internet, students will develop an understanding of the current practices and opportunities in electronic publishing, electronic shopping, electronic distribution, and electronic collaboration. Students will 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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

Business Statistics  
BUS 1038 (3 credits)  
**Prerequisites:** Business Math (BUS 1200) or equivalent

In this course, students will learn about various approaches to basic statistical methods. This course covers regression analysis, probabilities and distributions, sampling, statistical estimation and hypotheses testing. Students will demonstrate various skills including problem solving, organization, troubleshooting, and analysis.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
Office Procedures
BUS 3800 (1 credit)
In this course, students will acquire practical and transferable office skills, attitudes, behaviours and knowledge which can be valuable in obtaining and retaining careers in today’s fast-changing office environment. Topics covered include managing time and stress, telecommunications; e-mail messages; office reception and customer service; planning meetings and travel arrangements; information management and handling the office mail.

Cambrian Moodle Online: $116.73
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Building and Maintaining Customer Relationships
CCC 1100 (3 credits)
In this course, students will 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. This course may be of interest to anyone who works with customers, either internal or external, on a daily basis.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Introduction to Microeconomics
ECM 1200 (3 credits)
In this course, students will be introduced to the principles that are essential to an understanding of contemporary microeconomic issues. Emphasis is placed on the use of economic models to analyze economic developments accurately and objectively. Students will examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures; as well, students will evaluate the effects of government intervention in the economic marketplace.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Introduction to Macroeconomics
ECM 1300 (3 credits)
Prerequisite: Microeconomics (ECM1200)
In this course, students will be introduced to the principles essential to understanding contemporary macroeconomic issues. Emphasis is placed on the use of economic models to analyze economic developments accurately and objectively. Students will examine facing society including unemployment, inflation and economic growth. As well, students will evaluate government use of fiscal and monetary policy to deal with these problems.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Entrepreneurship
ENT 1000 (3 credits)
Equivalency: Entrepreneurship (BUS3585)
In this course, students will be introduced to the disposition, concepts and skills necessary to express their entrepreneurial spirit in the form of a business. An examination of an entrepreneur and entrepreneurship will be supplemented by an examination of the expression of entrepreneurism in the business world. Students will complete an entrepreneurial business plan in stages throughout the course.

NOTE: Students will be required to invest approximately $50 into a personal business venture which will be used to complete the course assessments. This money will be invested directly by the student and will not be collected by the instructor or educational institution.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017
Benefits Administration
HUR 1015 (3 credits)
In this course, students will examine benefits and their administration in business, including such topics as the Canada Pension Plan, Workers’ Compensation, government health plans, and pension programs. Life, accident and health insurance not provided by the government will be investigated. Students will also cover contractual benefits such as rest periods, vacations and sick leaves and volunteer benefits such as social, recreational, and cultural activities and counselling. Additional topics include costing, program design, E.A.P.s and special programs such as retirement planning and fitness projects.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Introduction to Project Management
MGT 1300 (3 credits)
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 the Project Management Body of Knowledge (PMBOK).

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Payroll Administration
BUS 1030 (3 credits)
In this course, students will learn about 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 computerized payroll. Course is equivalent to CIB accredited courses.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Condominium Administration and Human Relations
BUS 1119 (3 credits)
In this course, students will gain information, knowledge and skills required for effective day-to-day condominium management. Topics include staff management, communication, conducting board meetings, contract management, organizing paper and time, and professionalism. Also included is the application of the Condominium Act and other legislation in day-to-day operations.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Organizational Behaviour
BUS 2055 (4 credits)
In this course, students will learn about Organizational Behaviour (OB) and gain a better understanding of the people who are part of the broader management picture. Students will explore the discipline of OB in full awareness of its practical value and importance to their future careers.

This course is HRPAO certified.

Cambrian Moodle Online: $451.94
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017
Compensation Management
CPN 1000 (4 credits)
In this course, students will gain the foundation of the reward systems found in all organizations, whether profit or not-for-profit. Students will examine 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.

OntarioLearn Online: $542.94
• Jan 10, 2017 to Apr 18, 2017
• Feb 1, 2017 to May 10, 2017
• May 9, 2017 to Aug 15, 2017
• Jun 1, 2017 to Sep 7, 2017

Human Resource Planning and Development
HRI 1100 (4 credits)
Prerequisite: Diploma/Degree or equivalent work experience

In this course, students will learn how to forecast the human resource needs of an organization within ambient socio-political situations.

OntarioLearn Online: $542.94
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Labour Relations
HRP 7310 (4 credits)
In this course, students will gain a working knowledge of the institutions and processes, which govern employee-management relations in a unionized work environment. Students will focus on the strategic and legal considerations, which influence decision-making for employers and employees facing the option of unionization or the impact of unionization. Major topics include historical development of the Canadian trade union movement, statutory certification procedures, unfair labour practices, the process of collective bargaining, the nature and contents of collective agreements, standard grievance procedures, conciliation and arbitration processes and the impact of strikes and lockouts.

OntarioLearn Online: $542.94
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Recruitment and Selection
HUR 1005 (3 credits)
Prerequisite: Diploma/Degree or equivalent work experience. Introduction to Human Resource Management (or equivalent)

In this course, students will get a basic study 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 important components of this course.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Human Resource Management Principles
HUR 1007 (5 credits)
In this course, students will be introduced to the management aspects of Human Resources in preparation for advanced, specialized studies in the second and third years of the HR program. Specific focus is on the factors that affect the overall atmosphere in the workplace and which contribute to an environment conducive to maximum productivity. Students will be introduced to effective strategies for hiring, motivating, managing, and retaining staff. Students will study the following topics: the strategic importance of Human Resources (HR) and the role of the HR Manager; competitive challenges facing Human Resources; job analysis and design; Human Resources planning; recruitment and selection; health and safety; and employee rights and discipline.

OntarioLearn Online: $654.67
• Jan 10, 2017 to Apr 18, 2017
• Feb 1, 2017 to May 10, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jun 1, 2017 to Sep 7, 2017
• Jul 4, 2017 to Oct 10, 2017
Dispute Resolution
HUR 1110 (3 credits)
Prerequisite: Introductory Course in Human Resources Management (HUR1007)

In this course, students survey 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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Employment Law
HUR 1600 (2 credits)

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.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Industrial Relations
IRL 1000 (3 credits)
Prerequisite: Introductory Course in Human Resources Management (HUR1007)

This course is designed to assist students in understanding the theory and practice of industrial relations in Canada. Students examine the environmental influences that affect union-management relations, appreciate the complex combination of power, reason, communications, politics, and attitudes that pervade industrial relations processes, and explore bargaining issues and their economic implications. This course also explores essential elements of the collective bargaining process, strategies at the bargaining table, and administration of the collective agreement, grievances and arbitration.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Project Management
LDC 1002 (2 credits)

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.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
**Business Courses**

**Human Relations**  
LDC 1004 (2 credits)  
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.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Performance Management**  
LDC 1005 (2 credits)  
In this course, students will focus on performance analysis, counseling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Leading Teams**  
LDC 1006 (2 credits)  
In this course, students 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.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Managing Change**  
LDC 1007 (2 credits)  
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.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Finance**  
LDC 1008 (2 credits)  
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.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Leading Responsibly**  
LDC 1009 (2 credits)  
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.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
Creative and Critical Thinking
LDC 1010 (2 credits)
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.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Employment Law for Leadership
LDC 1011 (2 credits)
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.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Management and Leadership Skills
MGT 1000 (3 credits)
You will gain an understanding of management and leadership styles. As a manager or supervisor in today’s changing economic and political climate, you will manage the many practical aspects of a business and provide leadership by motivating, empowering and supporting staff.

NOTE: Course contains mandatory group work. Course is equivalent to CPA and RIBO accredited courses.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

NEW Volunteer Management Foundations
OCC 1001 (3 credits)
Discover the foundation pieces for successful engagement of volunteer resources. Developing a good planning process, based on recruitment/involvement models and current research on volunteering, will lead to better success when engaging volunteers. Learn to build an organizational culture where the staff-volunteer team will ultimately work together to accomplish the mission/goals of the organization. This course applies the new National Occupational Standards for Managers of Volunteer Resources developed by the Human Resources Council of Canada in partnership with the Canadian Association of Volunteer Resource Managers.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

NEW Project Management Applications and Simulations
PRM 1110 (3 credits)
Using a case study method, this course enables students to work through a simulated mock project where various project management tools and techniques will be applied. Working in teams, students will initiate, plan, execute, control and close the simulated project. Activities will include project planning, decision-making, problem-solving and presenting project progress.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017
Training and Development  
TRN 1000 (4 credits)  
Prerequisite: Introduction to Human Resource Management (HUR 1007) or equivalent work knowledge

The purpose of the Training and Development course is to provide students with an understanding of both the role of training and development in human resources management, and the procedures associated with the training and development function. The course will include the four key elements of the training and development function: needs analysis procedures, program design and development, facilitation and program administration, and evaluation. Students will be introduced to the psychology of the learning process on which training and development is based and will gain an understanding of the design, implementation, and evaluation of training programs within organizations. Topics to be covered include adult learning theory, establishing learning objectives, role of the training and development practitioner, needs analysis procedures, training and non-training solution strategies, effective facilitation, budgeting, cost/benefit analysis, monitoring and controlling the training process, post-training follow-up procedures, strategies for transferring the learning back to the work environment, and evaluation methods. 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 Prof.

OntarioLearn Online: $542.94  
• Jan 10, 2017 to Apr 18, 2017  
• Mar 1, 2017 to Jun 7, 2017  
• May 9, 2017 to Aug 15, 2017  
• Jul 4, 2017 to Oct 10, 2017

MARKETING AND ADVERTISING

Social Media Marketing  
BUS 1025 (3 credits)  
Some call it social media marketing. Some refer to it as digital media. Some include mobile marketing. This course provides the student with a fundamental understanding of many of the different digital channels including: social, mobile, games, and other emerging digital channels of communication. Once an understanding of each of the channels is established the student then learns how to integrate the messages and media into coordinated strategies to achieve stated marketing objectives.

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Digital Communication  
COM 0101 (3 credits)  
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.

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• Mar 1, 2017 to Jun 7, 2017  
• May 9, 2017 to Aug 15, 2017  
• Jul 4, 2017 to Oct 10, 2017
Develop a Social Media Strategy
MKT 0100 (3 credits)

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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Monitoring and Measurement
MKT 0101 (3 credits)

Prerequisite: Introduction to Marketing (MKT 1100)

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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Marketing Digitally
MKT 1012 (3 credits)

Prerequisite: Introduction to Marketing (MKT 1100)

This course introduces a variety of web-based and digital marketing approaches. Students will examine the new and fast-changing opportunities for marketers resulting from the changing use of digital media, including search engine strategies, websites, social media, and mobile communication. The course provides students with the opportunity to observe, evaluate and recommend online marketing strategies with an emphasis on measurement of online marketing activity.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Introduction To Marketing I
MKT 1100 (4 credits)

In this course, students will begin to identify and apply concepts and strategies relating to the contemporary marketing process. Emphasis will be placed on building knowledge of the basics of Marketing decision-making in organizations. Topics include, but not limited to, creating and capturing customer value; partnering to build customer relationships; analyzing the marketing environment; understanding consumer and business behaviour; segmenting, targeting and positioning; developing and managing products and services. Students will enhance and check their understanding of concepts presented by submitting on-line homework labs called MyMarketingLabs which is bundled with all NEW textbook purchases.

Cambrian Moodle Online: $542.94
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017
Marketing II
MKT 1250 (4 credits)
Prerequisite: Introduction to Marketing (MKT 1100)

Marketing II 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 II provides coverage of the remaining components of the marketing mix that was introduced in Marketing I.

OntarioLearn Online: $542.94
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017
Community and Hospitality Services
EARLY CHILDHOOD EDUCATION

Partnerships with Parents
CCW 0100 (4 credits)
Prerequisite: Field Placement I – students must have pre-req otherwise they will be asked to withdraw from the course.

This course is designed to assist students in working effectively with parents. The dual role of parents – as a resource and client will be examined. In addition the role of child care as a resource and support system to families will be identified.

OntarioLearn Online: $542.94
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Guidance of the Young Child
CHD 1000 (3 credits)
Caregivers of young children need to understand and be able to implement a variety of skills and techniques that will help the child gain control of his/her environment and self. The adult’s ability to guide children’s behaviour effectively and to teach children to self-regulate their own behaviour will have a profound impact on all aspects of their development – physical, psychosocial and cognitive. Guidance of the young child is a course that explores styles of care giving, discipline and the impact of the physical environment on the child’s development and behaviour. The course reviews a number of theoretical approaches and guidance models.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Child Development I
CHD 1001 (3 credits)
Child Development I provides a comprehensive introduction to the principles of human development: the study of how people change over time. Part one introduces the student to the beginnings of the study of human development: research methods and designs, theories of development, the workings of heredity, and sequences of development from conception to birth. Part two examines the development of the child during the first two years of life, 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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Child Development II
CHD 1002 (3 credits)
Prerequisites: Observing the Young Child (CHL 1000) and Child Development I (CHD 1001)
Child Development II continues the study of the principles of human development. Growth and development from preschool-age through 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 7-11. Part three studies the complicated and challenging adolescent period of life, from age 12-20.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
**Observing the Young Child**  
**CHL 1000 (3 credits)**  
**Prerequisite:** Child Development I (CHD 1001)

Observing as the primary method for gathering information about young children will be the focus of the course. Students will develop skills in the implementation of a range of observation techniques including descriptive narratives, time samplings, event samplings, anecdotal records frequency counts checklists, charts and mappings.

Students are required to find a Licensed Child Care Centre to perform the observing hours. Children must be between the ages of 2 1/2 and 5. Students registering for this course will be required to submit various forms including an up-to-date immunization form and a Criminal Reference Check including a Vulnerable Sector Screen prior to completing their observing hours.

The observation data collected during this course will be utilized in the Child Development II course. Students must retain their agreement/permission forms from this course which will be submitted when taking the Child Development II course.

**Philosophies of ECE**  
**ECE 0102 (3 credits)**  
**Prerequisites:** ECE Introduction, Child Development II,

Guidance of the Young Child and Field Placement I  
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.

**Curriculum Development I – ECE**  
**ECE 1019 (4 credits)**

In Curriculum Development I, students will be introduced the principles and guidelines early childhood educators use to design developmentally appropriate and inclusive programs for young children. Special emphasis will be placed on the roles of play, creativity, inclusiveness and literacy in the development of curriculum which addresses all areas of children’s development – physical, psycho-social and cognitive. Students will explore the components of curriculum which address the specific needs of children between birth and age two. Using an activity plan form, they will plan, implement and evaluate an activity for an infant or toddler.

**Children with Special Needs**  
**ECE 1202 (3 credits)**  
**Recommended Prerequisites:** Introduction to Psychology course and Child and Adolescent Development course.

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.

**Wellness for Children**  
**HEA 1021 (2 credits)**

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.
EDUCATION

Text to Speech
AST 1000 (2 credits)
Prerequisite: Introduction to Assistive Technology (GIC 1157)

In this course, students will build on their established computer knowledge to further develop competence in the selection, installation, and use of text to speech software. While the software recommended is textHELP Read and Write and Kurzweil 3000, other software will be explored. Participants will learn to identify the sources of text to speech software; develop competence in the installation, troubleshooting and operation of text to speech software packages; use the Planning for Success Excel spreadsheet with a student with learning disabilities to determine the appropriateness of this intervention; and become more proficient in training students with learning disabilities in the use of the equipment.

Cambrian Moodle Online: $228.47
• Feb 28, 2017 to Apr 1, 2017
• Jun 6, 2017 to Jul 8, 2017

Advanced Assistive Technology
AST 1005 (2 credits)

In this course, students will evaluate different types of assistive technologies (AT) that go beyond the typical text to speech and voice recognition software programs. Participants will also evaluate several technology assessment tools in order to match a student with learning disabilities – unique learning needs to appropriate technology. Participants will use the Planning for Success student questionnaire to determine the appropriateness of this intervention. Finally, participants will develop handouts and training resources to use with students with learning disabilities (LD) and train a student with LD how to use an AT device.

Cambrian Moodle Online: $228.47
• Jul 4, 2017 to Jul 29, 2017

Speech Recognition
AST 1010 (2 credits)
Prerequisite: Introduction to Assistive Technology (GIC 1157)

In this course, students will build on established computer competencies. The participant will be prepared to develop competencies in the selection, installation, and use of voice recognition software. Participants will learn to identify the sources of voice recognition software; develop competencies in the installation, troubleshooting, and operation of a software package; be able to use the Planning for Success questionnaire to determine the appropriateness of this intervention; and become more proficient in training students with learning disabilities in the use of the software.

Cambrian Moodle Online: $228.47
• Apr 3, 2017 to May 6, 2017
• Jul 11, 2017 to Aug 12, 2017

Integrating Assistive Technology with Learning Strategies
AST 1020 (2 credits)
Prerequisite: Introduction to Assistive Technology (GIC 1157)

In this course, students will build on the participant’s knowledge of learning strategies, learning disabilities, and assistive technology. The learner will apply concepts and knowledge gained with the understanding and methodology to integrate assistive technology with learning strategy methodologies.

Cambrian Moodle Online: $228.47
• May 9, 2017 to Jun 3, 2017
• Aug 15, 2017 to Sep 16, 2017

Applied Study – Assistive Technology
AST 1030 (2 credits)
Prerequisites: All other courses in the program

In this course, students will consolidate experience and learning in a practicum supervised by an experienced practitioner in assistive technology and students with learning disabilities.

Students should secure their placement BEFORE they register for this course.

Cambrian Moodle Online: $340.47
Check online – usually runs monthly
Teaching Online
EDU 1011 (3 credits)
Prerequisites: Introduction to Adult Education or teaching experience

Students experience hands-on teaching in an online environment, and review the fundamental concepts for online instructional design. Emphasis in this course is placed on online andragogy; best practices in an online teaching environment; basic online instructional design; analyzing online teaching tools; planning, facilitating, creating and assessing collaborative and interactive e-learning experiences; and future trends in online learning. In this online course students engage in varied self-directed learning experiences including: posts; the opportunity to teach peers about an online teaching tool; the development of a personal teaching philosophy; development of an online lesson plan; the creation of formative and summative evaluations; the preparation of grading rubrics and criteria; and self-reflection.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Understanding Learning Disabilities
GIC 1155 (2 credits)
In this course, students will obtain an introductory understanding of learning disabilities. A variety of definitions of learning disabilities will be reviewed. Participants will gain an appreciation of the academic, social, emotional, behavioural and vocational impact of living with a learning disability. Psychological processing difficulties will be discussed in relation to their impact on learning. Participants will utilize psychological assessments to create a learning profile of a student’s processing strengths and difficulties which can be used to guide the selection of effective accommodations and learning strategies.

Cambrian Moodle Online: $228.47
• Jan 3, 2017 to Feb 4, 2017

Legal Foundations
GIC 1156 (2 credits)
Prerequisite: Introduction to Learning Disabilities (GIC 1155)

In this course, students will develop an understanding of the laws that affect persons with learning disabilities in Canadian society with an emphasis on Human Rights Law. The Accessibility for Ontarians with Disability Act will also be explored. Participants will be exposed to activities to develop the skills and attitudes that will promote successful interventions to develop self-advocacy skills in youth or adults.

Cambrian Moodle Online: $228.47
• Feb 14, 2017 to Mar 11, 2017

Introduction to Assistive Technology
GIC 1157 (2 credits)
Prerequisite: Introduction to Learning Disabilities (GIC 1155)

In this course, students will be introduced to some assistive technology software and hardware and develop competency in their application with students with LD. Participants will be introduced to one of: textHELP!, Read and Write, Kurzweil 3000, Dragon NaturallySpeaking Preferred, along with other “low tech” products that are available for students with learning disabilities.

Cambrian Moodle Online: $228.47
• Mar 14, 2017 to Apr 8, 2017

Introduction to Learning Strategies
GIC 1158 (2 credits)
Prerequisite: Introduction to Learning Disabilities (GIC 1155)

In this course, students will build on their knowledge of how youth and adults learn, and cover the theoretical and conceptual frameworks underpinning the instruction and development of effective, metacognitive learning strategies for students with learning disabilities. Relevant research and useful resources will be examined.

Cambrian Moodle Online: $228.47
• Jan 3, 2017 to Jan 28, 2017
• Apr 11, 2017 to May 6, 2017
Professionalism and Ethical Practice  
GIC 1159 (2 credits)  
**Prerequisite:** Introduction to Learning Disabilities (GIC 1155)

In this course, students will investigate assisting adults with disabilities. This task carries an ethical commitment that extends to all categories of disability service providers including assistive technologists and learning strategists. In addition, this service area is evolving into a professional group providing distinctly specialized services. Students will review and assess proposed standards of professionalism and a code of ethics that will continue to be refined by service providers. The discussion will include an investigation into the legal responsibility associated with ethical practice.

Cambrian Moodle Online: $228.47  
- Jan 31, 2017 to Feb 25, 2017  
- May 9, 2017 to Jun 3, 2017

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Learning Strategies Efficiency  
LST 1020 (2 credits)  
**Prerequisite:** Introduction to Learning Strategies (GIC1158)

In this course, students will continue to explore a variety of learning strategies which can assist students with learning disabilities to become more effective learners. Course participants will learn to apply specific strategies in the areas of memory, time management/organization, note taking and study skills. Participants will be required to interact with volunteer learners.

Cambrian Moodle Online: $228.47  
- Feb 28, 2017 to Apr 1, 2017  
- Jun 11, 2017 to Aug 12, 2017

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Learning Strategies Academic  
LST 1000 (2 credits)  
**Prerequisite:** Introduction to Learning Strategies (GIC1158)

In this course, students will continue to explore a variety of learning strategies which can assist students with learning disabilities to more effectively cope with their academic challenges. Participants will learn to apply specific strategies in the areas of reading, written expression, mathematics, and test anxiety/test taking. Course participants will be required to interact with learner volunteers.

Cambrian Moodle Online: $228.47  
- Apr 3, 2017 to May 6, 2017  
- Jul 11, 2017 to Aug 12, 2017

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Learning Applications of Assistive Technology  
LST 1010 (2 credits)  
**Prerequisite:** Learning Strategies Academic (LST1000) and Learning Strategies Efficiency (LST1020)

In this course, students will build on the participant’s knowledge of learning disabilities, learning strategies, and assistive technology. Students will learn how to enhance learning strategies by combining these with appropriate assistive technologies and to apply them to academic learning and/or vocational activities. Participants will be required to interact with student volunteers.

Cambrian Moodle Online: $228.47  
- May 9, 2017 to Jun 3, 2017  
- Aug 15, 2017 to Sep 16, 2017

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Becoming an Adult Educator  
TAD 1005 (3 credits)  
**Prerequisite:** Students must take all other courses in this program before this course

In this course, students will explore the characteristics of adult learners and introduce participants to the complex set of emotional, physical, mental, and social characteristics which can be involved in each adult learning situation. Techniques for identifying adult learning styles and learning difficulties will be examined and applied, first as self-discovery and then as the role of adult educator. Participants will build on their own experiences and concerns as they re-examine their instructional styles, expand their range of teaching behaviours, and develop new strategies for the classroom. The dimensions of the teacher as a communicator, facilitator, and animator will be investigated.

Cambrian Moodle Online: $431.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017
Assessment and Evaluation
TAD 1011 (3 credits)
Prerequisite: Becoming an Adult Educator (TAD 1005), Curriculum Development (TEA 1213), and Instructional Techniques (TAD 1111)

In this course, students will gain an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be utilized in order to understand and meet the needs of learners and stakeholders. Learners will be encouraged to evaluate your own practice as a teacher or trainer in their environment.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

The Teacher as Consultant
TAD 1100 (3 credits)

In this course, students will examine the consulting role and the variety of skills involved in it, particularly as it pertains to the field of education and adult students.

Cambrian Moodle Online: $431.20
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Instructional Techniques
TAD 1111 (3 credits)
Prerequisites: Becoming an Adult Educator (TAD 1005) and Curriculum Development (TEA 1213)

In today’s complex learning environment, the most successful instructors/trainers demonstrate instructional strategies that both respect and challenge adult learners. Through lectures, discussion (synchronous and asynchronous) and various assignments, you will explore a wide variety of instructional techniques including: lecture, group discussion, demonstration, icebreakers, case study, brainstorming, debate, fishbowl, collage, role-play, panel discussions and skits. Factors affecting the selection of techniques will also be addressed. Participants will demonstrate their mastery of instructional techniques through the design and online delivery of a lesson. Some of the most common instructional strategies include co-operative learning, problem-based learning, active learning, classroom management issues and the use of media and resources.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017
Math Strategies – Winning at Math  
TEA 1001 (2 credits)
In this course, students will gain an understanding and apply the skills that can lead to success at learning mathematics. Throughout the course students will examine their strengths and weaknesses, learning preferences and identify which learning strategies work best for their academic success with mathematics. Students will examine why math is different and determine how to assess math learning strengths, reduce math and math test anxiety, create a positive study environment, understand and improve memory, improve note-taking and listening skills, improve reading and homework techniques for math, improve math test-taking skills, increase motivation to learn math, and develop skills to work with students with disabilities to help them to learn math.

This course is designed for both math teachers, tutors, and students taking math. The assignments will reflect current practices by examining suggested techniques and how these impact student success.

Cambrian Moodle Online: $228.47  
• Jan 10, 2017 to Feb 14, 2017  
• Mar 1, 2017 to April 5, 2017  
• May 9, 2017 to Jun 13, 2017  
• Jun 1, 2017 to Jul 7, 2017

Instructional Technology  
TEA 1151 (2 credits)
Prerequisites: Students should possess the skills to create, edit, spell-check, print and save word processing documents with appropriate file extensions. Students’ Internet searching skills will be enhanced/improved during this course. Plus you should have a course in Adult Learning (TAD 1005) and in Curriculum Development (TEA 1213)

This course will equip teachers of adults with specific tools for successful use of technology in teaching both in face-to-face and online environments. It examines effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and Internet skills are advised. You will be using multiple technologies including Turnitin.

OntarioLearn Online: $319.47  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Curriculum Development  
TEA 1213 (3 credits)
Prerequisite: Becoming an Adult Educator (TAD 1005)
This course will help you attain the skills and knowledge to develop a systematic approach to curriculum development.

The approach will be based on a training/education model that includes needs assessment, learning outcomes and program design. You will also learn how to choose instructional techniques and develop a marking system to evaluate participant success.

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• Feb 1, 2017 to May 10, 2017  
• May 9, 2017 to Aug 15, 2017  
• Jun 1, 2017 to Sep 7, 2017

Current Issues in Adult Education  
TEA 1250 (3 credits)
Prerequisite: Becoming an Adult Educator (TAD 1005)
This course addresses a number of contemporary educational issues reflecting current thinking and learner concerns in adult education. Each topic is explored and discussed by participants. Participants also have an opportunity to suggest topics that present issues and trends of interest to them. There is no final examination. There is a final project.

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017
FOOD SERVICES

Basic Food Preparation
FSW 0111 (3 credits)
In this course, students will be provided with practical training in institutional food preparation, portioning and service. Students will have an opportunity to develop skills in various types of food preparation and service. Students will be exposed to techniques in the visual presentation of food, portion control and recipe conversion. Students will also become familiar with the use and maintenance of food service equipment.

NOTE: Students must obtain placement BEFORE they register for the course.

Paper Based Correspondence: $405.20
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Communication and Food Services Worker
HEA 1007 (2 credits)
Focus on the communication skills required by the Food Service Worker in health care. General principles of human communication such as verbal communication and listening are explored. Students will learn effective communication skills with patients, residents, co-workers, and supervisors. Students will have the opportunity to develop writing skills and presentation skills.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Quality Food Preparation
HEA 1011 (2 credits)
This course focuses on the cooking principles and methods for preparing food in large quantities. In addition, the nutritional components of each food will be reviewed to ensure students are aware of the quality and nutritional values of various foods, and methods for maintaining nutrition throughout food preparation and service. Various food types will be examined including meat and alternates, bakery products, cold prepared items, egg and cheese recipes, milk products, soups, stocks and sauces. Major cooking equipment will also be discussed.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Introduction to Nutrition
HEA 1012 (3 credits)
This course introduces students to the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins and minerals, and weight control will be discussed. Special considerations for nutrition throughout the lifecycle will also be explored.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Sanitation and Safety
HEA 1019 (3 credits)
Focus on preventing food-borne illness within the health care institutional setting. Course addresses special regulations and acts governing food service and strategies involved in proper food handling and control of contamination. Emphasis also on food safety, and quality assurance programs such as HACCP. Safe working environments for the FSW are explored including fire safety, managing safety hazards, prevention of common injuries, and an introduction to first aid.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Institutional Food Service
HRM 1001 (3 credits)
This course focuses on the food service worker’s role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
PSYCHOLOGY AND SOCIOLOGY

Development Psychology
PGY 1000 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 15, 2017

Human Sexuality
PGY 1010 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Personality Psychology
PGY 1060 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Criminal Psychology – Psychopathic Minds
PGY 1300 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Criminal Psychology II
PGY 2300 (3 credits)
This course further explores issues discussed in Criminal Psychology – Psychopathic Minds, and compares and explains psychological models as they relate to criminology.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Learning, Thinking and Problem Solving  
**PSY 1014 (3 credits)**

Psychology is an academic discipline that is concerned with all aspects of human existence, focusing in particular upon human thought, emotion and action. Through class assignments and discussions, students in this course have an opportunity to apply knowledge from psychological theories and research to their own lives and growing understanding of their world. This will include, among others, a consideration of practical applications of theory and research that is relevant to student success at college and their daily lives.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

Introduction To Psychology I  
**PSY 1050 (3 credits)**

In this course, students will increase their understanding of their own behaviour and the behaviour of others by exploring important psychological concepts and research findings. For some programs PSY 1050 has been designated a general education course.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

Social Psychology  
**PSY 1330 (3 credits)**

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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

Abnormal Psychology  
**PSY 2000 (3 credits)**

**Prerequisite:** Introduction to Psychology (PSY 1050)

In this course, students will develop an understanding of the many facets of abnormal behaviour and mental disorders. Students will examine the causes, consequences, and treatment approaches for a number of disorders and abnormal behaviours.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

Introduction to Sociology  
**SGY 1100 (3 credits)**

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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017
POLICE, LAW, AND SECURITY

Private Investigator Training
INV 1002 (4 credits)
This course has been designed as per the training standards prescribed by the Ministry of Community Safety and 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.

OntarioLearn Online: $542.94
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Introduction to Condominium Law
LAW 1028 (3 credits)
This course covers all aspects of the law and documents that govern condominiums, with emphasis placed on the Condominium Act, 1998. Related governance documents, including Declarations, by-laws and rules will be covered, as well as how and when to use lawyers and other professionals. You will learn how to discuss and explain documentation and find information. Other legislation affecting condominiums will also be discussed.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Legal Terminology
LAW 1050 (3 credits)
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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Criminal Code and Civil Law
LAW 2707 (3 credits)
This course will enable a student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. This course will also enable a student to analyze the rights and obligations of citizens involving areas of civil law. Students will recognize the responsibilities and limitations of citizens, law enforcement officials and police officers in light of the Charter of Rights and Freedoms. Students will develop legal research and analysis skills to locate, interpret and apply statute and case law. Students will be introduced to the most common of Criminal Code offences.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Business Law I
LEG 1000 (3 credits)
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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017
Lifestyle Management  
PFP 3080 (3 credits)  
**Prerequisite:** Medical clearance is recommended. Policing is a physical challenging profession.

This course will prepare the student to meet the Bona Fide Occupational Requirements (BFOR) of policing which is the “Physical Readiness Evaluation for Police” (PREP). The student will develop strategies to design and implement an effective personal fitness program to help them attain the Bona Fide fitness requirements standards for police work. This course will also introduce the student to concepts in the health/fitness related field, including wellness, components of fitness, nutrition, cardiovascular diseases, stress in the law enforcement field and shift work. Students must complete a PARQ form and are advised to acquire the appropriate medical clearance prior to beginning the course.

**NOTE:** Students will be responsible for scheduling the PREP (Physical Readiness Evaluation for Policing) test prior to the end of the course and are required to join and train at a recognized training centre for a 10 week period. Any expenses incurred for this are the responsibility of the student.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

Security Guard Training  
SGT 1000 (3 credits)  
**Prerequisite:** Emergency First Aid, C.P.R. “C” successfully completed prior to specific end date

The student will understand the skills and attributes required to fulfill the role of a security guard within an organization. Relevant sections of the Private Security and Investigative Services Act (ON) and related Regulation and Code of Conduct are provided and explained. It is expected that the student who is choosing this course as preparation for and to be eligible to write the provincial Private Security Guard License certification exam have familiarized themselves with the related Ministry of Community Safety and Correctional Services requirements as described at http://www.mcscs.jus.gov.on.ca/english/PSIS/PSIS_main.html.

In order to comply with the legislation, this course is instructor-led and includes mandatory chat sessions.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

Criminology  
SGY 1205 (2 credits)  
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.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017
Computer Studies
**MICROSOFT COURSES**

**MS Access Core**

**AXS 1000 (2 credits)**  
**Prerequisite:** Familiarity with Windows operating system as well as file management concepts

Learn to use MS Access for Windows. You will learn to use Microsoft Access using its pull-down menus, toolbars and dialog boxes. Access is a computerized database that allows you to manipulate, link, chart, query and report your data to customize the information you need. Access creates a system of relational database management in a user-friendly environment.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

**MS Access Expert**

**AXS 1300 (2 credits)**  
**Prerequisite:** MS Access Core (AXS 1000) or equivalent knowledge

Learn to use the advanced features of MS Access for Windows. Upon completion, students will be able to enhance tables by creating lookups, create various types of advanced queries, create advanced forms, create relationships between tables to ensure data accuracy, work with form controls, understand macro concepts, create, run, and test Access macros, create and use switchboard forms, set Access defaults and apply Startup options.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

**Computer Apps for Business**

**BUS 1035 (3 credits)**

In this course, students 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. Sage 50 accounting software is widely used across Canada by many small and medium sized businesses and will be the accounting software of choice. Students will record business transactions in the General Journal, Accounts Payables, Accounts Receivables, and Inventory modules. Students will also calculate and account for sales taxes.

**OntarioLearn Online:** $340.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 17, 2017

**MS Office 365 for Business**

**CMP 1035 (2 credits)**  
**Prerequisite:** Familiarity with MS Office products including MS Outlook

Microsoft Office 365 for Business is a suite of programs that are integrated together in the cloud. Everyone can work together easily with anywhere access to email, web conferencing, documents, calendars, and more. You will learn how to use Microsoft SharePoint Online which is a collaboration, sharing, and document editing service that includes Newsfeed, OneDrive, Web Parts, App Parts, Lists, Libraries, Wiki Pages, Sites and Blogs. You will learn about Skype for Business which provides communications features including presence information, instant messaging, PC-to-PC audio/video calling and online meetings that can include PC audio, video and web conferencing with application sharing, whiteboards, and other collaboration tools. Students will also use the Office Web Apps which are browser-based versions of Microsoft Excel, Word, OneNote and PowerPoint that enable viewing and editing of Office documents in Web browsers while preserving the formatting of the original documents. Students will work with Exchange which includes email (Outlook), calendar and people (contacts). You will use Sway to combine text and media to create an interactive website.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
**Excel Formulas**  
**EXL 1003 (2 credits)**  
**Prerequisite:** Spreadsheet Management (ISP 3026) or equivalent knowledge

This course takes the advanced Excel user to specialized capabilities when developing formulas.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

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**Excel Expert**  
**EXL 1300 (2 credits)**  
**Prerequisite:** Spreadsheet Management (ISP 3026) or equivalent knowledge

This course is designed to teach advanced topics of MS Excel. Students will learn how to create and manipulate advanced spreadsheets and be able to manipulate data, work with templates and styles, connecting to external data and links, reviewing and protecting workbooks, custom formats and layouts and creating advanced formulas. The course will also help to prepare students wishing to pursue the MOS certification exams for Excel Expert (Excel Expert 2010 exam 77-888, Excel Expert 2013 exams 77-427 and 77-428).

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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**Introduction to Computer Competency**  
**ISP 1100 (4 credits)**  
In this course, students will focus on the skills required to use the computer as a practical tool. Students will develop skills in word processing, presentation graphics and spreadsheets, as well as email and Internet research. They will also learn the basic terminology and concepts associated with computers.

**Cambrian Moodle Online:** $451.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

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**Spreadsheet Management**  
**ISP 3026 (3 credits)**  
In this course, students will familiarize themselves with the use of spreadsheets in the business world. Students will gain hands-on experience working with and creating worksheets, graphs, lists, and macros using Microsoft Excel 2013 to develop proficiency with spreadsheet functions and applications.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

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**Introductory Computer Skills**  
**ISP 1001 (3 credits)**  
In this course, students will focus on the skills required to use the computer as a practical tool. Students will develop skills in word processing, presentation software, email, and internet for research purposes. Basic terminology and concepts associated with computers will be covered. Students will be provided the essential skills and knowledge to utilize the College’s computer resources throughout their program of choice.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

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**MS Word – Specialist**  
**WRD 1000 (3 credits)**  
Learn to use Microsoft Word for Windows, a terrific word processing package that has the convenience of pull-down menus. Learn to create, edit, format and print documents. Use paragraph, page and character formatting commands. Create multiple page documents with tables, and desktop publishing with MS-Word.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017
**PROGRAMMING AND NETWORKING**

**HTML Introduction**  
**HTM 1006 (3 credits)**  
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 with frames, 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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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**PRODUCTIVITY SOFTWARE**

**Computer-Aided Drafting I**  
**ACD 1500 (2 credits)**  
In this course, students will be instructed in the hands-on use of computer-aided drafting using the latest version of AutoCAD. Topics include drawing setup, construction and modification, the use of layers, dimensioning, hatching, the creation and use of blocks, and the Design Centre, with the objective of producing industry-standard drawings.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

**Sage 50**  
**ACT 1000 (2 credits)**  
**Prerequisites:** Strongly recommend Financial Accounting I and basic knowledge of manual bookkeeping practices and principles. Students should also be experienced computer users, comfortable installing software and using the Web and email. Students must be able to study in an online environment.

This course provides the knowledge and skills required to transfer a small to mid-size business or individual from a paper-based operation into a computerized format using Sage Software’s Sage 50. Students build a set of books for a small business which include setting up each of the individual ledger modules, exploring the features which integrate or link the modules, performing day-to-day accounting activities, and using the report features.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
**Sage 50 II**  
**ACT 1002 (2 credits)**  
**Prerequisite:** Sage 50 (ACT 1000)

This course builds on the knowledge learned in Sage 50 Level 1 and is designed for those wishing to understand advanced capabilities of the software. It reinforces the use of the General Ledger (GL), Accounts Receivable (A/R), and Accounts Payable (A/P) modules. Students will learn how to set up and process transactions in the Payroll, Inventory, and Project Modules. The perpetual method of inventory control, month/year-end procedures and the foreign currency features will be covered. Correcting entries will also be addressed.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

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**Adobe Illustrator: Digital**  
**ADO 1000 (3 credits)**

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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

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**AutoCAD Advanced**  
**CAD 1005 (2 credits)**  
**Prerequisite:** Introduction to Computer Aided Design (ACD 1500) or equivalent knowledge

This course is a continuation of CM-ACD1500. In this course, students will gain experience in utilization of block attributes, external references, multiple layouts of scaled drawings and effectively create 3D objects using orthographic projections and isometric views within AutoCAD.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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**Office Computer Applications I**  
**CMP 1132 (2 credits)**

In this course, students will focus on the skills required to use the computer as a practical tool. Students will develop skills in word processing, email, and Internet for research purposes. They will also learn the basic terminology and concepts associated with computers.

**Cambrian Moodle Online:** $228.47  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

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**Quickbooks Introduction**  
**QUI 1000 (3 credits)**

This course is an introduction to QuickBooks 2015. Over the course of 14 weeks, you will learn how to make General Journal entries, enter payroll transactions; as well as enter Accounts Receivable and Accounts Payable transactions. We will also look at various reports used to analyze a business’s financial activity.

This is a RIBO certified program.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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**Quickbooks Advanced**  
**QUI 1100 (3 credits)**  
**Prerequisites:** Quickbooks Introduction (QUI 1000)

This course will build on the concepts learned in the introduction course. Topics include: creating a new company, entering opening balances, payroll setup and transactions, inventory setup and how to manage inventory, multicurrency, customized forms and advanced reporting.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
General Interest Credit Courses
GENERAL INTEREST CREDIT COURSES

Field to Fork: Introduction to Food Systems
AGR 1001 (3 credits)
In an age of the 4000 km caesar salad and the 100 mile diet, with 800 million hungry people on Earth and over 1 billion overweight, understanding the “food system” is a hot item on the menu. How do we, and how should we eat for the 21st Century? How do we build the sustainable local and global food systems we want? This course explores these questions by following food’s circular journey - from the farm fields where heirloom and biotech seeds are sown; into chicken McNugget and artisanal cheese factories; out to A&P, farmers markets, and restaurants; onto our dinner tables, forks and taste buds; and back to the beginning via composters and landfills. It’s a wild mix, including issues like biotechnology, organic farming, globalization, climate change, peak oil, water scarcity, food security, obesity, hunger, the global food price crisis. At the centre of the course, and certificate program it serves as an introduction for, are the practical opportunities and challenges of making food system changes happen on local and global political, economic and ecological levels.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Anthropology
ANT 1000 (3 credits)
This course seeks to develop an appreciation for the mystery of human development and to put this development into the perspective of the entire Earth’s history. The course examines the physical, emotional and technological changes that man has experienced. When one has completed this course, one should have a good and fundamental understanding of the evolution of man and an appreciation for what humans have accomplished and will continue to accomplish.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Introduction to Interior Decorating
ART 0100 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Art History
ART 1015 (3 credits)
A survey of primarily Western artistic traditions beginning with Ancient Greece and Rome provides an understanding of continuity and change in art making through the ages. 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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Astronomy
AST 1040 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Cults and Terrorism
CAT 2000 (3 credits)
This course will focus on conformity issues surrounding religious fundamentalism, sects, cults and terrorist groups. The reasons why people join and why they may have a difficult time leaving, will be examined. Society’s contributions to supporting cultic groups will be explored. Strategies for protecting individuals and vulnerable populations from cultic and terrorist activity will be developed.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

World Cinema
CIN 1000 (3 credits)
In this course students explore one of the main elements of contemporary society—the movies. Through an examination of mainstream motion pictures, students gain an understanding of the industry. Films are selected by type and issues arising from the genres are explored.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

What in the World is Going on?
CUR 1000 (3 credits)
Prerequisite: College level English course or equivalent
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Growing up Digital: Living and Working
DGT 1002 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Drawing Realistic Subjects in Pencil
DRW 1001 (2 credits)
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.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Drawing Realistic Subjects in Colour
DRW 1002 (2 credits)
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 stubbing 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/colouredpencil.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Introduction to Childrens Literature
EGH 1004 (3 credits)

Prerequisite: College level English course or equivalent

If something is important for children, it is important for adults. This subject introduces students to children’s literature, its history and development, and its rich variety of forms and techniques. It focuses on major authors in children’s literature and on the important issues presented in those works that have captivated children and adult readers over time. (This subject may contain material that is explicit and/or offensive.)

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Contemporary Canadian Issues
EGH 1020 (3 credits)

A critical understanding of contemporary Canadian issues is essential 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 and debates, as well as related interactive activities, offer opportunities to consider recent controversies from different perspectives. Use of a variety of media (e.g. newspapers, articles and electronic resources) allows for indepth reflection on the history of current social and political issues.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Energy Resources (Alternative Energy)
ENE 1009 (3 credits)

This course will deal with the issues of traditional and non-renewable energy sources such as crude oil, natural gas, coal and nuclear energy, as well as renewable energy sources like hydroelectricity, solar, ocean, geothermal and wind energy. Students will obtain a broad understanding of current resources, technologies and their limitations; and a realistic appreciation of what energy sources and technologies may be feasible in the future.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Environmental Citizenship
ENV 1001 (3 credits)

Based on the general principles of national citizenship, environmental citizenship goes beyond national borders to emphasize global environmental rights and responsibilities. Focus is on both conservation of and planned sustainable use of our planet’s resources, as well as the recognition that environmental health is a prerequisite to human health. Being an environmentally-aware citizen involves a personal commitment to learning more about the environment and to taking responsible environmental action. Students are encouraged to adopt attitudes and behaviours that foster global environmental responsibility.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Globalization and Sustainability
ENV 1020 (3 credits)

The rapid growth of the global economy raises fundamental questions: How does trade and politics affect development and the environment? What are the effects of free trade and the rise of multi-national corporations on local cultures? What are the effects of the ‘clash of cultures’ produced by international travel, migration, and new social, collaborative technologies that send film, books, television, music and other ‘proprietary’ content spinning around the world instantly? Is globalization environmentally sustainable? This course is designed to examine these and other questions and to provide students with the skills to analyze the day-to-day choices raised by globalization in an increasingly interconnected world.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017
**Popular Culture and the Media**  
**GEN 1014 (3 credits)**  
In this course students will answer the question ‘Why?’ by using cultural analysis to connect what’s ‘popular’ to what’s going on in our society. By taking a closer look at the movies and television shows they watch, the clothes they wear, and the music they listen to, students will endeavour to understand the role of popular culture in maintaining and reproducing the kind of society we live in. What messages are intended by the producers of mass media and what messages are received by their consumers? Popular culture will be investigated from a sociological perspective with an emphasis on North America with Canadian content as available.

**OntarioLearn Online: $431.20**  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Olympics: Where Sports and Spectacle Meet**  
**GEN 1015 (3 credits)**  
This course provides students with an in-depth look at the socio-cultural relevance that the Olympic games have on our society. An in-depth historical review of the games will allow students to understand how the Olympics have altered the manner in which we view athletic competition. Special emphasis will be placed upon the emergence of elite athletes, financial remuneration, banned substances and the International Olympic Committee (IOC). This celebration of sport has captivated the entire globe through struggle, celebration and triumph. Issues regarding race, gender and class will be examined during the course. Students will be expected to reflect upon the relationship between sport and society as the Olympic Games continue to fascinate the global population.

**OntarioLearn Online: $431.20**  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**A Geography of Planet Earth**  
**GEO 1004 (3 credits)**  
This course has been designed to acquaint the student with the fundamental aspects of the lands and waters of the Earth. In particular, ‘A Geography of Planet Earth’ will examine the parts of the Earth and the physical regions of the Earth. Attention will be paid to the man-made lines used to navigate around the Earth and to the countries of the Earth. The lesson topics include lakes, rivers, volcanoes, mountains, glaciers and continental ice sheets, deserts, great plains and grasslands, oceans, islands, lines and countries.

**OntarioLearn Online: $431.20**  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Introduction to Geology: An Overview**  
**GEO 1010 (3 credits)**  
Geology is the most exciting and hands-on of the sciences. It 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 course is an ‘Introduction to Geology’ and it outlines the formation of the Earth — in context of the formation of the Universe and Solar System. It examines the history of the Earth and of the Moon and its formation. This is followed by an examination of the properties of the Earth, its dynamic activities, its rocks and minerals and fossils and the uses of rocks and minerals. The course closes with an examination of the careers that are associated with Geology.

**OntarioLearn Online: $431.20**  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
**Geological Disasters**  
**GEO 1015 (3 credits)**  
This course studies the events, the causes and the effects of some of the world’s greatest geological natural disasters. The course examines disasters associated with earthquakes, volcanoes, tsunamis, weather, hurricanes, floods, fires, extinctions and impacts from space. Each type of disaster contains a geologic or scientific component. The disasters are examined in terms of their geologic or scientific origins, their locations, their effects and impact on human lives and settlements. Advice is given as to how best to prepare for and defend yourself against these disasters.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Global Citizenship**  
**GLW 1001 (3 credits)**  
Informed citizens in today’s world appreciate the meaning of civic life at the local, national and global level. Students reflect on and develop a personal awareness of the meaning of freedoms, rights and obligations in a diverse global community and consider the political, social and economic drivers that influence patterns of human behaviour and the health of the planet. Based on general principles of global citizenship, students look beyond national borders to assess personal responsibilities related to the health and well-being of the planet and inhabitants. Students critically evaluate information related to environmental and social health, equipped with attitudes and behaviours that foster global environmental and social responsibility.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Women in Film – Scandalous Sisters**  
**HST 0100 (3 credits)**  
How are women represented in film? What kinds of stories are told about women’s experiences – and who is telling these stories? What kinds of women are represented in films – and what kinds of women don’t we see in mainstream movies?

Women in Film: Scandalous Sisters explores and analyzes representations of women in a range of mainstream historical and contemporary films. Our focus is on movies that were seen as “scandalous” or controversial when they were released because of the “unconventional” behaviour and/or appearance of the central female character(s). We explore the historical, social and political factors that influenced both the representations of women in these films and the controversies that arose when the films were released. We also discuss how and why representations of women (both “scandalous” and “proper”) in film have changed over time and consider the future of women in film. Issues of gender, race, class and sexuality are central to our discussion and analysis.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**The History of Brewing**  
**HST 0101 (3 credits)**  
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.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
The History of Chocolate
HST 0102 (3 credits)

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 analyze several primary sources (historical documents, paintings, photographs and maps) relevant to the study of chocolate’s cultural history.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

History of Aboriginal and Canadian Relations
HST 2500 (3 credits)

This course provides an overview of the historic stages of the relationship between Aboriginal peoples in Canada from contact to present day. It will explore the different world views at contact, the years of cooperation and negotiation through the fur trade and treaty making era and the impact of government colonial policy on Aboriginal communities, cultures and peoples. The course will also explore the progress towards a renewed relationship since the Constitutional recognition of Aboriginal rights. It provides an important context for understanding contemporary issues between Aboriginal and Canadian societies including land claims, treaties and self government.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Introduction Arts and Sciences
HUM 1065 (3 credits)

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.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Indigenous Identities and their Relationship to the Land
IND 1001 (3 credits)

The purpose of this course is to encourage students to experience and explore Indigenous cosmology, knowledge and world view and its relationship to the land. The influence and importance of land on Indigenous world view will provide a way of understanding the contemporary perspectives on identity and self determination. In addition, students will be encouraged to examine and locate their own identity and world view in relation to these concepts.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017
**Myths and Legends**  
**MYT 1000 (3 credits)**  
Prerequisite: College level English course or equivalent  
This subject is an introductory study of the universal and enduring presence of myths and legends. Students explore creation myths, hero/heroin myths, dominant archetypes, ‘modern’ myths, and other topics. This fabulous journey showcases how a distant past connects to our contemporary world.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

**NEW Observing and Identifying Wildlife**  
**NBT 1002 (3 credits)**  
This course is an introduction to a range of skills in wildlife identification and observation. The primary focus is on visual and auditory identification of Ontario wildlife species including: birds, reptiles, amphibians, and mammals. Students will use equipment such as binoculars and cameras and will also properly record, document and present field data using various standardized protocols. Students will be expected to take part in community-based wildlife monitoring projects as well as individual observation exercises throughout the course.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

**Canadian Politics**  
**POL 1001 (3 credits)**  
An overview of Canadian politics covering the structure of Canadian Government, the practice of politics and a background of major political issues.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

**Science Fiction**  
**SFI 1000 (3 credits)**  
Prerequisite: College level English or equivalent  
The world is constantly evolving, in large part due to our technological advances. Science Fiction is ideally suited to explore our changing world. A variety of short stories and novels exposes students to the amazing narratives and fantastic voyages of this literary genre.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

**First Nations Peoples**  
**NTS 1111 (3 credits)**  
Prerequisites: Word processing skills and ability to use the Internet  
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.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

**Principles and Ethical Reasoning**  
**SOC 1001 (3 credits)**  
This course focuses on ethical issues faced by the individual as a person and more particularly as a professional with authority and responsibility for law enforcement. It will help the student clarify their values and establish a framework for ethical decision making. The course will focus the students’ minds on the importance of moral philosophy as a component of the decision making process.

**OntarioLearn Online:** $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017
Game of Soccer and its Impact on Society
SOC 1004 (3 credits)
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”.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Social Media and Society
SOC 3000 (3 credits)
In a few short years, social media has profoundly changed the global communication landscape. With the advent of social media tools such Facebook, YouTube, Wikipedia, and Twitter, more and more people are connecting and collaborating online, and creating and distributing content in ways we have never seen before. This course will provide a summary of the major developments in social media and will examine how social media is changing media, business, government, the economy, development, and education in fundamental ways. Students will be introduced to a variety of social media environments and will gain hands-on experience with many of the leading social media applications. This course requires active participation of students and a willingness to immerse in social media practices.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Censorship: The Media and You
SOC 3001 (3 credits)
Prerequisite: College level English or equivalent
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 affect.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Let’s Talk Sports
SPO 1000 (3 credits)
Prerequisite: College level English or equivalent
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Hockey Hall of Fame Presents
SPO 1001 (3 credits)
Prerequisite: College level English or equivalent
This subject details the incredible growth of Canada’s national pastime, including the NHL’s formation, the “original six” and national/international expansion.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Career Mapping and Job Attainment
WRI 1031 (3 credits)
In today’s competitive job market you want to ensure that your résumé stands out from the competition. Find out how to apply with confidence for the job you want and have an interview that will “Wow” them. Learn how to write both effective job application and thank-you letters. Develop your understanding of networking and prospecting. Create a resume that will capture your perspective employer’s attention and secure the interview that you would like. Find out how to interview like a pro. Get tips on how to dress and speak in an interview and discover other helpful interviewing tips that will help you get the job you want.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Photography
ADV1231 (3 credits)
In this course, students will be introduced to basic photographic skills including photographic theory, equipment and materials, the taking of digital photographs, lighting, exposure, composition and editing.

In-class: $340.20
4 weekends (45 hours – Saturday 5 hours, Sunday 5 hours) plus project time
- March 18, 19, 25, 26, April 1, 2, 8, and 9
- May 6, 7, 27, 28, June 3, 4, 10, and 11

NEW Spanish Level I
SPN1101 (3 credits)
In this course, students will learn to improve their speaking, reading, and writing skills in Spanish.

In-class: $340.20
5 weekends (45 hours – Saturday 4 hours, Sunday 4 hours)
- January 14, 15, 21, 22, 28, 29, February 4, 5, 11 and 12

NEW Introduction to Interior Design
AFD1200 (2 credits)
In this course, students will learn the basic principles and elements of design, the importance of room decor and the major categories of style types. Students will review the types of career options in the field of design, the components of a professional portfolio and client needs assessments. Students will gain basic knowledge of floor plans, window treatments, lighting, colour schemes and styles, and they will implement in a colour board presentation at the culmination of the course. This will become the first addition to students’ portfolios.

In-Class: $228.47
3 weekends (30 hours – Saturday 5 hours, Sunday 5 hours)
- February 25, 26, March 4, 5, 11 and 12
- May 27, 28, June 3, 4, 10 and 11

NEW Professional Organization
AFD1201 (2 credits)
Prerequisite: Introduction to Interior Design (AFD1200)
In this course, students will continue from the Introduction to Interior Design course. Organizing a space can be done in a thoughtful and meaningful way if you have the tools at hand.

In-Class: $228.47
3 weekends (30 hours – Saturday 5 hours, Sunday 5 hours)
- March 25, 26, April 1, 2, 8, 9
- August 12, 13, 19, 20, 26, 27
Health and Wellness
**NURSING COURSES**

**Anatomy and Physiology I for RPN**  
**BIO 1115 (3 credits)**

Anatomy and Physiology I examines the normal structure and function of the human adult. The course begins with an orientation to the study of the integumentary, skeletal, muscle and the nervous 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. Students will have an opportunity to fast track this course. Fast track weekly schedule details are provided within the course.

**OntarioLearn Online: $431.20**
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

**Anatomy and Physiology II for RPN**  
**BIO 1125 (3 credits)**

**Prerequisite:** Anatomy and Physiology I for RPN (BIO 1115)

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. Students will have an opportunity to fast track this course. Fast track weekly schedule details are provided within the course.

**OntarioLearn Online: $431.20**
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

**Diabetes Education: Approaches in Practice**  
**DEC 0100 (3 credits)**

**Prerequisite:** Diabetes: The Basics (DEC 0102)

This course is designed to provide students with evidence-based knowledge and skills required in diabetes education. Students will examine teaching and learning theories to promote behaviour change that apply to the adult learner. The clinical practice guidelines will be used as a guide to assist in maximizing self-management strategies to direct client interventions, improve outcomes and enhance quality of life.

**OntarioLearn Online: $431.20**
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

**Living with Diabetes**  
**DEC 0101 (3 credits)**

**Prerequisite:** Diabetes Education: Approaches in Practice (DEC 0100)

In this course, students will examine strategies needed to manage and support the demands of living with diabetes. Students will learn about the acute and chronic complications related to diabetes, and the aging process. Studies will identify ways to help clients reduce risk, promote self-care behaviours and examine self-management practices in relation to blood glucose, blood pressure and cholesterol levels.

**OntarioLearn Online: $431.20**
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017
Diabetes: The Basics  
DEC 0102 (3 credits) $431.20  
**Prerequisites:** Students must be of a regulated health care profession, with a current and valid license (Registered Nurses, or Registered Dietitian).

This course offers knowledge in the disease process and clinical management of diabetes. Students will learn the treatment and management of different types of diabetes in relation to symptoms, physical activity, medication, nutrition and self-monitoring blood glucose. Self-management approaches to care and Indigenous approaches to wellness will be introduced. Studies will focus on the promotion of healthy lifestyle changes to aid in the prevention and management of diabetes.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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Diabetes Fieldwork I  
DEC 1003 (2 credits)  
**Prerequisite:** Diabetes: The Basics (DEC 0102)

In this course, students will examine strategies needed to manage and support the demands of living with diabetes. Students will learn about the acute and chronic complications related to diabetes, and the aging process. Studies will identify ways to help clients reduce risk, promote self-care behaviours and examine self-management practices in relation to blood glucose, blood pressure and cholesterol levels.

**Cambrian Moodle Online:** $228.47  
- Jan 10, 2017 to Mar 31, 2017  
- Mar 1, 2017 to May 10, 2017  
- May 9, 2017 to Jul 18, 2017  
- Jul 4, 2017 to Sep 12, 2017

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Diabetes Fieldwork II  
DEC 1005 (2 credits)  
**Prerequisite:** Diabetes Fieldwork I (DEC 1003)

In this course, students will focus on the special techniques involved in teaching groups of patients and family members. Students also apply the theory of diabetes education, program design and management to actual situations.

**NOTE:** Students must obtain placement BEFORE they register for the course.

**Cambrian Moodle Online:** $228.47  
- Jan 10, 2017 to Mar 31, 2017  
- Mar 1, 2017 to May 10, 2017  
- May 9, 2017 to Jul 18, 2017  
- Jul 4, 2017 to Sep 12, 2017

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Diabetes: Through the Lifespan  
DEC 1006 (3 credits)  
**Prerequisite:** Living with Diabetes (DEC 0101)

Description TBA

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

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Health Assessment Theory Review  
HCP 1040 (3 credits)  
**Prerequisite:** Current registration as an RN or RPN

This course is designed to help the nurse acquire the knowledge and critical skills required to develop and perform a complete health assessment. Assessment of each body system will include transcultural and lifespan considerations. Students will review methods of obtaining and recording a holistic health assessment including a health history, and physical and psychosocial assessments. There will be review of screening tools for the assessment of domestic violence, mental status, nutritional status, and pain.

**NOTE:** there is no lab component to this course.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
Pharmacology Theory Review for Nurses
HEA 1125 (3 credits)
**Prerequisite:** Current RN or RPN registration

**NOTE:** RPNs must have a Medication Administration Certificate or have taken the material in their basic training

Review and update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process.

**OntarioLearn Online:** $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Interviewing and Counselling
OHN 3007 (2 credits)
**Prerequisite:** Current RN

In this course, students will develop an understanding of the helping process and establishing a repertoire of the essential counselling skills which facilitate the process. It is based on an intentional and integrative model suitable for anyone wishing to develop more effective interpersonal and helping skills.

**Cambrian Moodle Online:** $228.47
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

Physical Assessment
OHN 3008 (3 credits)
**Prerequisite:** Current RN Registration

In this course, students will develop an organized approach to gathering and recording data obtained during a structured patient/client interview. The learner will also be required to perform physical assessment techniques in order to gather information regarding patient/client health status.

**Cambrian Moodle Online:** $340.20
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

Technical Assessment
OHN 3009 (3 credits)
**Prerequisites:** Current RN registration

In this course, students will deal with the various investigative procedures utilized in physical assessment in the occupational health setting. Subjects include audiometry, spirometry, vision screening and basic biological monitoring. The course will include the following components: hearing conservation and audiometric testing, vision testing – colour vision, eye function and spirometry functions.

**NOTE:** Because of the hands on nature of this course, you will need to arrange access to the required equipment within your own community. Contacting and negotiating with local occupational health personnel for the use of the facilities forms a part of the course itself.

Successful completion of this course, Technical Assessment, does not substitute for the more intensive certificate courses in Spirometry or Audiometry and Hearing Conservation. The Occupational Health and Safety Act for Ontario (Sections 25 and 26), indirectly requires preparation at the certificate level in these individual skills. Any Occupational Health Nurse (OHN) who conducts screening tests in audiometry or spirometry in order to validate Workers’ Compensation Board claims is well advised to complete the certificate courses and to refresh the skills as necessary. The specific institutions offering the certificate courses changes from one semester to another, so the interested OHN should contact a Health and Safety Inspector with the Ontario Ministry of Labour for the most current information. The Northern Area Office in Sudbury can be contacted at (705) 670-7217 or toll free at 1-800-461-6325. District Offices are located in Thunder Bay, Sault Ste Marie, and Timmins. Satellite Offices are in Kenora, Dryden, Marathon, Elliot Lake, Kapuskasing, Kirkland Lake, and North Bay.

**Cambrian Moodle Online:** $340.20
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017
Epidemiology and Biostatistics
OHN 3048 (2 credits)
Prerequisite: Current registration as an RN

In this course, students will become familiarized with the principles of epidemiological and bio-statistical methodology, as applied to occupational disease problems. This involves the collection and synthesis of observations about human population groups and the drawing of inferences concerning the cause, diagnosis, prognosis, therapy and prevention of disease.

Cambrian Moodle Online: $228.47
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

Management for Nurses
OHN 3050 (2 credits)
Prerequisite: Current RN registration

In this course, students will examine management and leadership in organizations. Students will explore the management responsibilities related to planning, in particular strategic, program, financial, health promotion, and emergency planning. Issues related to human resources, quality assurance and dealing with change are also presented.

Cambrian Moodle Online: $228.47
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

Occupational Nursing Fieldwork I
OHN 3052 (2 credits)
Prerequisites: All of the theory courses in the RNOH program

In this course, students will attend the first of two clinical placements. It will take place in a heavy industrial setting, such as a mining company, foundry, lumber mill, etc. The student is responsible for researching possible placement sites and, with the help of the course instructor, selecting the most appropriate one.

NOTE: Students should obtain a placement BEFORE they register for this course.

Cambrian Moodle Online: $228.47
- Jan 10, 2017 to Apr 4, 2017
- Mar 1, 2017 to May 24, 2017
- May 9, 2017 to Aug 1, 2017
- Jun 1, 2017 to August 24, 2017

Occupational Nursing Fieldwork II
OHN 3053 (2 credits)
Prerequisite: Occupational Nursing Fieldwork I (OHN 3052)

In this course, students will attend the second and final of two clinical placements to be completed as part of the Occupational Health Nursing Certificate Program. This placement takes place in a “light” occupational setting such as a hospital, college or university, business or utility and will focus on the administrative activities related to complying with legislation and management functions of the occupational health/safety team. Students are responsible for researching possible “host” workplaces in their locality and for selecting settings appropriate to meeting their own learning objectives.

NOTE: Students should obtain a placement BEFORE they register for this course.

Cambrian Moodle Online: $228.47
- Jan 10, 2017 to Apr 4, 2017
- Mar 1, 2017 to May 24, 2017
- May 9, 2017 to Aug 1, 2017
- Jun 1, 2017 to August 24, 2017
**Intraoperative OR Nursing I**  
ORN 7010 (4 credits)  
**Prerequisite:** Introduction to Operating Room (ORN 7000)

In this course, students will obtain detailed knowledge of asepsis, safety and security of the patient during surgery. The role of the nurse in drug administration and anesthesia will also be presented. Instrumentation, preparation of the patient, care of specimens and charting will be addressed.

**NOTE:** There are 30 hours of clinical placement time. Students should obtain a placement BEFORE they register for this course.

Cambrian Moodle Online: $541.94  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Intraoperative OR Nursing II**  
ORN 7015 (6 credits)  
**Prerequisite:** Intraoperative OR Nursing I (ORN 7010)

In this course, students will further refine the knowledge and the skills acquired in the areas of general gynecological and orthopedic surgeries.

**NOTE:** There are 37.5 hours in the operating room with a mentor. The student should have their placement secured before they register for this course.

Cambrian Moodle Online: $675.44  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Immediate Post Operative Nursing**  
ORN 7020 (2 credits)  
**Prerequisite:** Intraoperative OR Nursing (ORN 7015)

In this course, students will develop skills to manage a patient in the immediate post-operative phase. Assessment of patient recovery following the use of spinal or general anesthesia, the complications of this phase, and the skills required to transfer or discharge a patient are all presented.

**NOTE:** There are 15 hours of clinical placement in the PACU with a mentor. Students should obtain a placement BEFORE they register for this course.

Cambrian Moodle Online: $228.47  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**OR Nursing Clinical**  
ORN 7025 (3 credits)  
**Prerequisite for RPN:** Intraoperative OR Nursing (ORN 7015); **Prerequisite for RN:** Immediate Post Operative Nursing (ORN 7020)

In this course, students will develop skills to manage a patient in the immediate post-operative phase. Assessment of patient recovery following the use of spinal or general anesthesia, the complications of this phase, and the skills required to transfer or discharge a patient are all presented.

**NOTE:** There is an 80 hour clinical placement with a mentor. Students should obtain a placement BEFORE they register for this course.

Cambrian Moodle Online: $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017
Pathophysiology I for RPN  
PTH 1000 (3 credits)  
**Prerequisite:** Anatomy and Physiology II (BIO 1125)  

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 and 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.

**OntarioLearn Online:** $466.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

Pathophysiology II for RPN’s  
PTH 1001 (3 credits)  
**Prerequisite:** Pathophysiology I for RPN (PTH 1000)  

This course will study the pathogenesis of disease in the human body. The underlying concepts of homeostasis, cellular changes, inflammation, infection and abnormal responses will be examined. The basic concepts of fluid and electrolytes and acid-base balance will be analyzed and how imbalances can promote disorder in the body. Common diagnostic tests will be examined and how they are utilized in the process of diagnosing disease and prognostic outcomes. Using a systems approach specific diseases and disorders will be discussed to apply learned concepts and their effect on the structure and functioning of the human body. Basic treatment modalities will be reviewed as a foundation of learning which will be expanded upon in practicum.

**OntarioLearn Online:** $466.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

RN Coronary Care  
RNA 1705 (3 credits)  
**Prerequisite:** Current RN Registration  

Review cardiac anatomy and physiology. Increase your cardiac assessment skills and improve your knowledge and nursing skills of coronary syndromes. All common arrhythmias are included.

**OntarioLearn Online:** $466.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

RN Coronary Care II  
RNA 1710 (2 credits)  
**Prerequisite:** RN Coronary Care (RNA 1705)  

Review cardiac anatomy and physiology. Increase your cardiac assessment skills and improve your knowledge and nursing skills of coronary syndromes. All common arrhythmias are included.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

RPN – Coronary Care  
RPN 1003 (2 credits)  
**Prerequisite:** Current RPN Registration  

Review cardiac anatomy and physiology. Increase your cardiac assessment skills, and improve your knowledge and nursing skills of coronary syndromes. All common arrhythmias are included.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017
OTHER HEALTH AND WELLNESS

Anatomy and Physiology
BIO 2114 (4 credits)
In this course, students will study the basic anatomy and physiology of the human body with emphasis on normal structural and functional relationships of the different body systems. Students will work through eight modules that cover an introduction and the various body systems. These body systems are: the cell and the integumentary system, skeletal and muscular systems, cardiovascular and respiratory systems, digestive and urinary systems, reproduction and endocrine systems, nervous system, and the senses.

Cambrian Moodle Online: $451.94
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Dental Terminology
DEN 1041 (3 credits)
Develop sound knowledge of dental terms, with an emphasis on anatomy, disease terms, and instrumentation. Terminology specific to infection control, pain management, tooth restorations, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion is included.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Gerontology
GER 3501 (3 credits)
This course provides an overview of the normal aging processes including the physical, cognitive, sensory, communication and psychological needs of older adults. Common pathological problems along with specialized needs in aging are highlighted. Emphasis is placed on developmental disabilities and Alzheimer’s Disease. Knowledge of community resources and understanding the role of the service provider in promoting health and well being among older adults is discussed.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Body and Nutrition
HCP 1001 (3 credits)
This subject introduces students to the science of nutrition and outlines the functions of the human body. The effectiveness of various diets and usefulness of food additives is explored. They will gain insight into the ways that food plays a variety of roles in maintaining health and reducing the risk of illness. Students will also learn the fundamentals needed to evaluate claims made by food faddists and food vendors.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 10, 2017

Healthy Living Across the Lifespan
HEA 0100 (3 credits)
This course introduces students to the concepts of health, wellness and health promotion across the Lifespan.

This course provides program-related information on physical activity, healthy eating, injury prevention, tobacco use and exposure, alcohol and/or substance misuse and stress management.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Understanding Mental Health Issues – for College Students
HEA 1005 (3 credits)
In this course, students will become aware of the common mental illnesses in Canada and some methods that students can use to reduce stigma and support family members and friends. Content includes ideas to respond to people with mental health issues, community supports, understanding ways to reduce stigma, as well as approaches and strategies to help maintain good mental health.

Cambrian Moodle Online: $340.20
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017

Understanding Medical Tests
HEA 1010 (2 credits)
Prerequisite Strongly Recommended: Medical Terminology (MDT 1000)
Designed for medical office professionals to assist in developing an understanding of common medical tests related to a wide variety of body systems. Knowledge in the area of medical testing will help the student to educate the patient in relation to the description and purpose of the test, preparation of the patient before the test, with care during and after the test, end expected results. Risks, complications, and special concerns are covered. This course is open to people currently employed in health related areas or hope to do so in the future.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Understanding Surgical Procedures
HEA 1020 (2 credits) $319.47
Prerequisite Strongly Recommended: Medical Terminology (MDT 1000)
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.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Nutrition in Health Care
HEA 1030 (2 credits)
Prerequisite: Introduction to Nutrition (HEA 1012)
This course focuses on the basic principles of diet therapy. Several therapeutic diets are discussed, as well as tube feedings and commercial preparations.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Mental Health: Supporting Students and Staff
HEA 1033 (2 credits)
In this course, students will develop an understanding both of mental illness and of methods of handling crisis situations. They will examine the laws and regulations in Canada that support students in post-secondary institutions and staff in employment situations. Further, students will consider accommodations for the workplace and school settings and examine strategies to maintain a healthy workplace. Barriers to understanding mental illnesses, including stigma, will also be explored.

Cambrian Moodle Online: $228.47
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017
Medical OHIP Billing
HEA 1085 (3 credits)
**Prerequisite:** Medical Terminology (MDT 1000), good computer and typing skills

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.

**OntarioLearn Online:** $431.20
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Stress, Wellness and Nutrition
HEA 1090 (3 credits)

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

**OntarioLearn Online:** $431.20
- Jan 10, 2017 to Apr 18, 2017
- Feb 1, 2017 to May 10, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jun 1, 2017 to Sep 7, 2017

Medical Terminology
MDT 1000 (3 credits)

Develop the language required to communicate effectively in a medical setting. Medical terminology, word structure as well as diagnostic procedures and pharmacology related to twelve body systems will be studied.

**OntarioLearn Online:** $431.20
- Jan 10, 2017 to Apr 18, 2017
- Feb 1, 2017 to May 10, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jun 1, 2017 to Sep 7, 2017

Working and Communicating in a Medical Setting
HEA 1095 (2 credits)

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.

**OntarioLearn Online:** $319.47
- Jan 10, 2017 to Apr 18, 2017
- May 9, 2017 to Aug 15, 2017

Hospital Procedures
MED 1010 (3 credits)

**Prerequisite:** Medical Terminology (MDT 1000)

This course will provide students with a fundamental understanding of the hospital environment and the health care system. Theory and practice of the “nursing unit clerk” responsibilities and duties concerning the patient’s chart and transcription of physician’s orders. Personal and professional skills, confidentiality in the workplace and the “Protection of Personal Health Information Act” are also examined.

**OntarioLearn Online:** $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017
Pharmacology for Medical Office Professionals
MED 1020 (2 credits)
Course will assist in developing an understanding of how drugs work, drug classifications, methods of administration and the major drug groups affecting the various body systems. This course is open to people currently employed or aspiring to employment in health related areas.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Medical Conditions for Medical Office Professionals
MED 1030 (2 credits)
This 36 hour 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.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Medical Office Procedures
MED 1040 (3 credits)
Medical office procedures will cover administrative and clerical functions including patient reception, scheduling appointments appropriate to patient needs, telephone procedures, medical records management and charting of progress notes, verbal and non verbal communications with patients, computerization and the medical office, financial records, personal conduct, medical ethics and law. The Canada Health Act will be introduced as well as OHIP and the principles of OHIP medical billing.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Language and Communications
CREATIVE WRITING

Creative Writing – Beginners
EGH 1000 (2 credits)
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.

OntarioLearn Online: $319.47
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Writing Short Stories
EGH 1007 (3 credits)
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. In the latter part of the course, students follow a step-by-step approach to producing a story suitable for publication. The process of submission for publication, as well as the various opportunities for publication is examined.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

ENGLISH COURSES

Communications II
EGH 1017 (3 credits)
Prerequisite: Communications I for Police

Police Foundations Communications II focuses on the enhancement of communication skills frequently used by police officers. In this advanced course, students write notebook entries and reports following guidelines used by police agencies. They will complete exercises that familiarize them with professional communication practices including business writing. The students will develop and enhance their reading and listening skills and acquire effective workshop presentation skills.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Writing Grammatically
EGH 1050 (3 credits)

Students learn the rules of English grammar in a comprehensive, easy-to-follow manner. Starting with a review of sentence parts, students move to an in-depth explanation of sentence structuring and culminate in a practical review of stylistic conventions in business writing.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017
• Jul 4, 2017 to Oct 17, 2017

College Communication
ENG 1002 (2 credits)

In this course, students will receive practical training in writing, researching, and editing to develop communication skills required for academic and workplace success.

Cambrian Moodle Online: $228.47
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017
**Communication I**  
*ENG 1500 (3 credits)*  
In this course, the student will develop and practice the fundamentals of Standard English including grammar, sentence structure, and the conventions of Standard English. The student will develop and apply paragraph and essay research; organization and planning skills; develop and enhance independent learning skills; and develop and enhance e-learning capabilities.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Feb 1, 2017 to May 10, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- Apr 3, 2017 to Jul 10, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jun 1, 2017 to Sep 7, 2017  
- Jul 4, 2017 to Oct 10, 2017  
- Aug 1, 2017 to Nov 7, 2017

**Communications**  
*ENG 1586 (2 credits)*  
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.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Communications II**  
*ENG 1700 (3 credits)*  
In this course, students will practice effective reading skills by outlining the structure and analyzing the purpose of selected prose pieces. Further, students will use their knowledge of structure and format to prepare written responses to work-related situations.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Communication for the Workplace**  
*ENG 1702 (2 credits)*  
In this course, students will refine their communication skills by preparing responses to a variety of work-related situations.

**Cambrian Moodle Online:** $228.47  
- Jan 10, 2017 to Apr 25, 2017  
- May 9, 2017 to Aug 22, 2017

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**Communication I**  
*ENG 1500 (3 credits)*  
In this course, the student will develop and practice the fundamentals of Standard English including grammar, sentence structure, and the conventions of Standard English. The student will develop and apply paragraph and essay research; organization and planning skills; develop and enhance independent learning skills; and develop and enhance e-learning capabilities.

**OntarioLearn Online:** $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Feb 1, 2017 to May 10, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- Apr 3, 2017 to Jul 10, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jun 1, 2017 to Sep 7, 2017  
- Jul 4, 2017 to Oct 10, 2017  
- Aug 1, 2017 to Nov 7, 2017

**Communications**  
*ENG 1586 (2 credits)*  
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.

**OntarioLearn Online:** $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Communications II**  
*ENG 1700 (3 credits)*  
In this course, students will practice effective reading skills by outlining the structure and analyzing the purpose of selected prose pieces. Further, students will use their knowledge of structure and format to prepare written responses to work-related situations.

**Cambrian Moodle Online:** $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Communication for the Workplace**  
*ENG 1702 (2 credits)*  
In this course, students will refine their communication skills by preparing responses to a variety of work-related situations.

**Cambrian Moodle Online:** $228.47  
- Jan 10, 2017 to Apr 25, 2017  
- May 9, 2017 to Aug 22, 2017
NON-ENGLISH LANGUAGE COURSES

Francais I
FRE 1001 (3 credits)
The objective of this course is mastery of rudimentary language skills. With the use of simple structures and vocabulary, learners describe personal attributes, formulate simple questions and responses and conjugate in the present tense. Emphasis is given to speech as well as written forms. Students use technology for oral communication practice and evaluation. Short texts bring to light family life and French culture, relating to customs, activities and celebrations in Canada and around the world.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• Feb 1, 2017 to May 10, 2017
• Mar 1, 2017 to Jun 7, 2017
• May 9, 2017 to Aug 15, 2017

Francais II
FRE 1002 (3 credits)
Prerequisite: Francais I (FRE 1001) or equivalent knowledge

The student will sustain development of language skills by extending vocabulary with regard to all activities after work such as weekend chores, leisure, sports including holidaying abroad. The grammatical structures at this level continue to be simple. Through systematic exercises the student becomes more confident and moves on from level 1 present tense and near future to the past tense. The student at the end of this level will be able to share more extensively life at home as well as describe a real or imagined past holiday in a French speaking country.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Francais III
FRE 1003 (3 credits)
Prerequisite: Francais II (FRE 1002) or equivalent knowledge

The progressive acquisition, reinforcement, and creative use of language structures will give the student confidence to self-expression. By analyzing, comparing and applying the French past tenses, the student will have the basic tools to story telling. At this level, the student will be encouraged to express simple and complex sentence structures. Anecdotes by authors from French speaking Canada will serve as models for the final task.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Francais IV
FRE 1004 (3 credits)
Prerequisite: Francais III (FRE 1003) or equivalent knowledge

In addition to a more rigorous approach to vocabulary and grammatical structures with every class the student will continue to develop everyday situations practiced at earlier levels. Grammatical sentence structures are more complex at this level with the expansion of the past, present, future and conditional verb tenses. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Towards the end of the course language skills include the ability to convey necessity, obligation, probability, and or expectation with regards to past experiences, work and education and the future.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Music
Sudbury Youth Orchestra  
**GOM 1031**  
$90.00  
- Jan 9, 2017 to May 5, 2017  
- May 9, 2017 to Aug 22, 2017

**Introduction to Guitar**  
**MUS 1016 (3 credits)**  
In this course, students will learn basic classical/fingerpicking guitar styles; folk and country oriented chording and strumming techniques; and develop a working knowledge of guitar history. The bulk of materials for this course will be delivered through an iSpring (Powerpoint) video presentation containing a weekly guitar lesson, fingerboard gymnastics/micro movement exercises, video play alongs, self-evaluation quizzes, and the Guitar Talk history video segments. Additional activities outside of this video presentation include weekly guitar history discussion boards, guitar forums for student-to-student video performance feedback, and independent research quizzes on music-fundamentals. Weekly live video-chats with the professor will allow students an opportunity to ask questions or watch further demonstrations.

This course is for absolute beginners or those with some background in guitar wishing to expand or upgrade skills.

**OntarioLearn Online: $431.20**  
- Jan 10, 2017 to Apr 18, 2017  
- Feb 1, 2017 to May 10, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- Apr 3, 2017 to Jul 10, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jun 1, 2017 to Sep 7  
- Jul 4, 2017 to Oct 10, 2017  
- Aug 1, 2017 to Nov 7, 2017
Science, Trades, and Technology
HOME AND CONSTRUCTION

Structure Inspection
HIC 1001 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Electrical Inspection
HIC 1002 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Heating Inspection I
HIC 1003 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Heating Inspection II
HIC 1004 (3 credits)
Prerequisites: Heating Inspection I (HIC 1003)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

Roofing Inspection
HIC 1005 (3 credits)
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.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017

AC and Heat Pump Inspection
HIC 1006 (3 credits)
Emphasis in this subject is on cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques.

OntarioLearn Online: $431.20
• Jan 10, 2017 to Apr 18, 2017
• May 9, 2017 to Aug 15, 2017
Exterior Inspection  
HIC 1007 (3 credits)  
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. 

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Plumbing Inspection  
HIC 1008 (3 credits)  
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.  

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Interior and Insulation Inspection  
HIC 1009 (3 credits)  
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. 

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Communication and Professional Practice  
HIC 1010 (3 credits)  
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.  

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Industrial Hygiene  
HLS 1010 (3 credits)  
Workplace safety encompasses the anticipation, recognition, evaluation and control of chemical, physical and biological hazards arising in or from the workplace. Workplace Hazardous Materials Information System (WHMIS) and other relevant legislation are explored.  

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Occupational Health and Safety  
OCC 1000 (3 credits)  
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. 

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• Feb 1, 2017 to May 10, 2017  
• May 9, 2017 to Aug 15, 2017  
• Jun 1, 2017 to Sep 7, 2017
Legislation in the Workplace
OHD 2001 (1 credits)
Prerequisite: Occupational Health and Safety (OCC 1000)

This course will assist the student in developing a working knowledge of the Occupational Health and Safety Act and its regulations. It will enhance the student’s awareness of the existence and application of other legislations which can also impact on health and safety in the workplace. This course is essential in developing the knowledge base for health and safety professionals.

OntarioLearn Online: $207.38
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Toxicology
OHD 2003 (2 credits)
Prerequisite: Chemistry (OHD 1010 or CHM 0101)

The elementary principle of reducing the risk of illness and injury from exposure to health hazards is to reduce the risk by reducing exposure. This could be accomplished by eliminating the hazard altogether. In industrial processes, this is not often reasonable, so substituting less harmful substances is more practical. Using less toxic materials and less hazardous processes requires knowledge of how chemicals react with each other and with the human body. This is where the science of toxicology can have the greatest impact: in helping prevent illness and injury.

Toxicology can be defined as the science of poisons, in this case chemical toxins, and their effects on the human body. Toxicology is a relatively new science, and chemical toxicology is a very new part of toxicology. The student will investigate the state of the art of toxicology and of the harmfulness of chemicals.

OntarioLearn Online: $319.47
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Chemical Hazards
OHD 2004 (3 credits)
Prerequisite: Chemistry (OHD 1010 or CHM 0101)

This course will continue to address unhealthy work conditions and more specific legislation which applies to these situations. Methods of monitoring for hazardous substances, correcting the situation and preventing future incidents will be discussed. Concepts of the industrial processes, risk analysis and the role of fail-safe studies will be presented.

OntarioLearn Online: $431.20
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Physical Hazards
OHD 2005 (4 credits)
Prerequisite: Occupational Health and Safety (OCC 1000)

This course will deal with the study of physical hazards in the workplace. Included will be noise, radiation, temperature extremes, ergonomics, illumination and ventilation. The injuries and diseases experienced by employees who have been exposed to physical hazards will be the focus of this course.

OntarioLearn Online: $542.94
- Jan 10, 2017 to Apr 18, 2017
- Mar 1, 2017 to Jun 7, 2017
- May 9, 2017 to Aug 15, 2017
- Jul 4, 2017 to Oct 10, 2017

Health and Safety Assessment and Education
OHD 2006 (3 credits)

In this course, students will be introduced to teaching strategies for adult learners and address issues of wellness, lifestyles, stress management, substance abuse, and health promotion plans in the workplace. Students will investigate these areas and be encouraged to apply them to their own individual situations.

Cambrian Moodle Online: $340.20
- Jan 10, 2017 to Apr 25, 2017
- Mar 1, 2017 to Jun 14, 2017
- May 9, 2017 to Aug 22, 2017
- Jul 4, 2017 to Oct 17, 2017
**Accident Prevention and Risk Analysis**  
**OHS 1008 (2 credits)**  
In this course, students will examine the ways by which Occupational Health and Safety workers can assess areas at risk and establish proactive plans to diminish those risks. Safety auditing in the workplace is covered as well as the consideration of cost management in planning for a safer environment.

Cambrian Moodle Online: $319.47  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Ergonomics**  
**OHS 1010 (3 credits)**  
An overview of ergonomics principles highlights basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders, and office ergonomics.

OntarioLearn Online: $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Construction Blueprints and Methods**  
**TRD 1029 (2 credits)**  
**Recommended Prerequisite:** A sound mathematics and English background is important for success in this course.

This course can be taken on its own and is the first course within the Construction Estimating program. The course provides an introduction to basic blueprint reading and common methods of construction. Students will use construction drawings to discuss topics ranging from soil excavation to roof design. We will discuss legal concepts of building/planning codes and statutes. You will gain a foundation of residential/commercial construction principles, and codes in practice today.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**NEW Blueprint Reading**  
**BLR0101 (2 credits)**  
In this course, students will get an introduction to basic blueprint reading and common methods of construction. Students will use construction drawings to discuss topics ranging from soil excavation to roof design. Students will discuss legal concepts of building/planning codes and statutes. Students will gain a foundation of residential/commercial construction principles, and codes in practice today.

In-Class: $228.47  
3 weekends (30 hours – Saturday 5 hours, Sunday 5 hours)  
- January 14, 15, 21, 22, 28, and 29  
- August 12, 13, 19, 20, 26 and 27

**Welding I**  
**WLD1100 (2 credits)**  
In this course, students will develop an understanding of the proper operation and theory associated with shielded metal arc welding equipment, proper use of protective equipment as well as demonstrate the skills required to perform welding and fabrication operations to industry standards.

In-Class: $363.47  
3 weekends (30 hours – Saturday 5 hours, Sunday 5 hours)  
- February 11, 12, 25, 26, March 4 and 5  
- August 12, 13, 19, 20, 26 and 27

**Rigging and Hoisting**  
**IMM2411 (4 credit)**  
In this course, students will plan lifts, perform calculations using load charts, select and use correct rigging/hoisting equipment, inspect and maintain rigging/hoisting equipment, control and balance and move loads as required and disassemble all equipment safely.

In-Class: $451.91  
4 weekends (60 hours – Saturday 7.5 hours, Sunday 7.5 hours)  
- February 4, 5, 11, 12, 25, 26, March 4 and 5  
- May 27, 28, June 3, 4, 10, 11, 17 and 18
NEW Small Engine Repair
AEN2410 (1 credit)

In this course, students will learn about shop safety, four stroke and two stroke operation and construction, fuel delivery systems, spark ignition systems, and basic troubleshooting. Students will look at various engines such as chainsaws, snowmobiles, motorcycles, lawn mowers, outboard motors, and weed trimmers. In a lab format with time for practical work, students will learn to diagnose, repair and maintain their gas-powered lawn care equipment along with discussions on how engines, carburetion and ignition systems work. Students will also have the opportunity to bring their gas-powered equipment to class and repair it and/or winterize the equipment under the supervision of an expert instructor.

NOTE: Students must bring in their own small gas engine(s) for the lab work on Sunday. CSA-approved safety boots and safety glasses will be required for admittance to all lab classes.

In-Class: $116.73
1 weekend (10 hours — Saturday 5 hours, Sunday 5 hours)
• January 21 and 22
• April 8 and 9
• May 27 and 28

MATH COURSES

Business Mathematics
BUS 1100 (4 credits)
In this course, students will demonstrate an understanding of basic business math applications. They will solve practical financial and mathematical problems encountered in the business community. Applications include weighted averages, payroll, taxes, algebra, ratios, proportions, percents, break-even, merchandising (discounts, markups, markdowns), present value/future value, and simple interest applications. Students will have a supportive base for material in more advanced courses.

Cambrian Moodle Online: $451.94
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Financial Math
BUS 1200 (4 credits)
In this course, students will be introduced to the mathematics of finance and interest calculations, compound interest, annuities, loan financing, bonds, and investment decision making. Although not a prerequisite, completion of BUS 1100 is highly recommended prior to taking this course.

Cambrian Moodle Online: $451.94
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017

Introduction to Business Math
BUS 3801 (1 credit)
In this course, students will demonstrate an understanding of basic business mathematical operations and applications. Applications include payroll, ratios, proportions and percents. This course will provide a base for other material in more advanced courses.

Cambrian Moodle Online: $116.73
• Jan 10, 2017 to Apr 25, 2017
• Mar 1, 2017 to Jun 14, 2017
• May 9, 2017 to Aug 22, 2017
• Jul 4, 2017 to Oct 17, 2017
Technical Calculus I  
MTH 1004 (4 credits)  
This course is oriented towards applications of differentiation and integration to analyze and solve problems from main areas of engineering technology. Topics covered include: limits, derivatives of algebraic and transcendental functions and their applications, integration of algebraic and transcendental functions and its applications and selected methods of integration.

NOTE: It is recommended that students have completed a Math course which covers algebra, linear, quadratic and higher degree equations, systems of equations, exponents, radicals and complex numbers, exponential, logarithmic and trigonometric functions, vectors and oblique triangles and plane analytic geometry.

OntarioLearn Online: $542.94  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

Statistics  
MTH 2002 (4 credits)  
Prerequisite: First year math course

This statistics course covers organization and graphing of data, measures of location and variation, probability and sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression and correlation. Minitab statistical software for this course will not operate on a MAC computer.

OntarioLearn Online: $542.94  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

NEW Statistics for Engineering Technologists  
MTH 3525 (5 credits)  
This course applies vector algebra and trigonometry to the analysis of statically determinate structures. Students will utilize Newtonian physics and mechanics of rigid bodies to apply the concepts of static equilibrium and free body diagram. These are used to analyze two-dimensional structural elements and the loads applied on them. The structural elements are idealized as simple beams, frames, cantilevered beams and trusses carrying point, uniformly distributed and linearly varying loads.

OntarioLearn Online: $542.94  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017

GREEN AND ENVIRONMENT COURSES

Restoration Ecology  
ECO 0100 (3 credits)  
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.

OntarioLearn Online: $431.20  
• Jan 10, 2017 to Apr 18, 2017  
• May 9, 2017 to Aug 15, 2017
Global Warming Concepts  
**GLW 1000 (2 credits)**  
Students will develop an awareness of the current scientific certainties in global warming versus what is not certain, historical and current political issues at a global and national level, including topics such as the Kyoto agreement, ethical responsibilities of individuals, corporations, and governments, and the conflicts between economic development and the environment. In the context of Cambrian College’s General Education Standards, this course provides the opportunity for students to develop greater understanding of social awareness and the relationship between science, technology and an individual’s responsibility to society and the environment.

OntarioLearn Online: $319.47  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017

NEW Landscaping Organic Care  
**LDM2411 (3 credits)**  
In this course, students will be introduced to the science and practice of organic horticulture. Students will look at current research to understand the connection between soil health, plant health, and human health. Other topics include pest management, creating healthy gardens and creating healthy turf.

**In-Class:** $322.55  
5 weekends (45 hours – Saturday 4 hours, Sunday 4 hours)  
- March 11, 12, 18, 19, 25, 26, April 1, 2, 8, and 9

NEW Landscaping with Native Plants  
**LDM2410 (3 credits)**  
This course provides an overview of plant and ecosystem relationships through a brief review of ecosystem ecology, botany and plant physiology as it relates to choosing and planting a variety of native plants. The plant identification component emphasizes native landscape plants including annuals, perennials, shrubs, deciduous and evergreen trees which are commonly used in the ornamental landscape for the temperate and colder northern hemisphere.

**In-Class:** $322.55  
5 weekends (45 hours – Saturday 4 hours, Sunday 4 hours)  
- April 22, 23, 29, 30, May 6, 7, 13, 14, June 3 and 4

### SCIENCE COURSES

**Chemistry Non-Science Programs**  
**CHM 0101 (3 credits)**  
In this course, students will establish chemical principles on a need-to-know basis for non-science majors, enabling students to learn chemistry in the context of their own lives and significant issues facing science and the world. The non-traditional approach of Chemistry in Context reflects today's technological issues and the chemistry principles within them. Global warming, alternate fuels, nutrition, and genetic engineering are examples of issues that are covered in this course.

Cambrian Moodle Online: $340.20  
- Jan 10, 2017 to Apr 25, 2017  
- Mar 1, 2017 to Jun 14, 2017  
- May 9, 2017 to Aug 22, 2017  
- Jul 4, 2017 to Oct 17, 2017

**Oceanography**  
**OCE 1000 (3 credits)**  
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.

OntarioLearn Online: $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- May 9, 2017 to Aug 15, 2017

**Introduction to Science**  
**OHD 2002 (3 credits)**  
This course introduces the student to notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles.

OntarioLearn Online: $431.20  
- Jan 10, 2017 to Apr 18, 2017  
- Mar 1, 2017 to Jun 7, 2017  
- May 9, 2017 to Aug 15, 2017  
- Jul 4, 2017 to Oct 10, 2017
ACADEMIC CAREER EXPLORATION (ACE) ONLINE COURSES

To register for the free Academic and Career Entrance (ACE) online program, please visit acedistancedelivery.ca to register for the Learn to Learn (L2L) 20-hour online course. Once you have completed that course, you will receive instructions to allow you to register for the ACE course(s) online that you require.

ACE COURSES ONLINE
Start and End Dates for Free Intakes
Jan 10, 2017 to Jun 13, 2017
Mar 1, 2017 to Aug 2, 2017
Jun 1, 2017 to Nov 2, 2017

ACE Business Mathematics ACE 0001
This course is designed to increase comprehension and performance of mathematical operations and to involve the student in the application of business mathematical techniques. The material covered includes the study of arithmetic and geometric sequences and series, simple and compound interest, annuities, exponential growth, retail mathematics, and data analysis – collecting, organizing, and analyzing data. Self-study and the application of learned skills to numerous problems, develop student skills in handling business mathematical problems.
OntarioLearn Online

ACE Communications ACE 0002
Successful learners must be effective communicators in academic, personal and work settings. Effective communicators are able to express themselves well when presenting and defending ideas and opinions by using oral, visual, and written forms of communications. Graduates who achieve the learning outcomes will have well-developed communications skills that will prepare them for success in a variety of college post-secondary programs and the workplace.
OntarioLearn Online

ACE Core Math ACE 0003
This course is designed to give students a grounding in varied aspects of mathematics, including numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday financing.
OntarioLearn Online

ACE Chemistry ACE 0004
This chemistry course provides learners with a strong knowledge of chemistry as it applies to industry and environmental issues. Emphasis is given to analyzing problems, performing laboratory exercises and communicating scientific information effectively. The content of the course reflects the needs of many adult learners entering post-secondary college program in health and environmental sciences. As such, it allows learners to complete three core units and two elective units of study.
OntarioLearn Online

ACE Physics ACE 0005
ACE Physics will enable the learner to develop a foundation in the fundamental concepts of physics. The learner will qualitatively and quantitatively study and explore the topics of forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. The emphasis will be on understanding the underlying physical concepts and principles, and applying them to a diversity of practical systems.
OntarioLearn Online

ACE Self Management and Self Direction ACE 0006
This course provides students with an opportunity to learn and use success strategies that can be applied to their academic, employment and personal life. The strategies will equip them with the knowledge, skills and behaviours to become effective, confident and flexible learners. The course will focus on areas such as self-reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics and career/employment exploration.
OntarioLearn Online
ACE Technology Math ACE 0007
The Technology Mathematics course builds on and expands the fundamental algebraic skills mastered in core mathematics. The objective of the course is to teach students the necessary mathematical skills in preparation for technical/math focused post-secondary college programs. After successful completion of the learning outcomes students will be able to use their skills to solve applied problems involving linear/polynomial/rational/exponential expressions and equations, logarithmic functions, radical and complex numbers, trigonometry, measurement and geometry. The course will involve the use of both calculators and technology specific software.

OntarioLearn Online

ACE Apprenticeship Math ACE 0008
This course is designed for students preparing for various college apprenticeship programs and/or workplace who wish to consolidate their basic mathematical skills and improve their problem-solving techniques. It builds on the algebraic skills mastered in previous mathematics courses, developing algebraic and trigonometric strategies that will provide the means to arrive at solutions in a structured, dependable way. Units of study include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics and probability; and personal finance.

OntarioLearn Online

ACE Biology ACE 0009
Biology is the study of life. The ACE Biology course is a study of the organization and energy of life. The ACE Biology course consists of 6 Modules. You will study 5 of these Modules.

The course begins with a study of the common features of all life. All students will do Modules 1 and 2. In Modules 1 and 2, you will learn how scientists approach the study of life. You will study life and energy at the cellular level and the atomic level.

All students will choose to study two of Modules 3, 4, 5. Modules 3 and 4 cover human biology. Module 5 covers plant biology. Please consider carefully your choice of Modules. Choose the Modules that relate to your interest. Choose the Modules that prepare you for your postsecondary studies. For example, students intending to enter nursing would choose both human body Modules. Students planning to pursue environmental studies would choose one human biology Module and the plant biology Module.

All students will study environmental biology (Module 6). Environmental biology is the study of the interaction of living organisms with each other and with the abiotic, or non-living, parts of our universe.

The ACE Biology course focuses on the changing environment on planet Earth, a current and crucial issue.

The ACE Biology course is interesting and informative on its own. As a preparation for postsecondary studies it ‘covers all the bases’.

OntarioLearn Online

ACE Computers ACE 0010
The Ace Online Computer course has been designed to address new computer users with very little (if any) experience regardless of their physical location and/or computer equipment available to them as much as possible. With this in mind, it is not based on a specific operating system and/or application program(s), although specific examples are used throughout the course.

Additionally, the goal has been to keep it as simple as possible and in plain language thereby implying and making the student feel as if the Instructor is actually in the room with them making it as easy as possible to follow the many instructions.

The best place to start anything is at the beginning. Therefore, the course starts with the hardware and software (2 types) followed by the introduction and skills necessary for students to feel comfortable with the computer environment and management skills necessary to be able communicate online with the instructor as soon as possible. It then moves forward to address common student questions and concerns and then introduces additional communication tools, such as the Internet. Ethical issues and safety are then approached in a scenario-based manner to ensure an excellent understanding when using the computer as a communication tool in the largest Wide Area Network (Internet). Next students are introduced to and walked through generating documents from start to finish based on four of the main types of application software necessary in today’s society of technology. Finally, the course guides students toward the future of their choice by introducing necessary life skills and reiterating the use of the many skills and resources they have gained throughout course.

OntarioLearn Online
METHODS OF INSTRUCTION

For your convenience, Cambrian offers courses in a variety of formats. As you look through this publication, you will see that each course offered will specify the methods of instruction available. Some courses may be offered in more than one delivery format.

The following delivery methods are available:
• Cambrian Moodle Online
• OntarioLearn Online
• Paper-based Correspondence

A detailed explanation of each format is outlined below.

**Cambrian Moodle Online**
Join the many who are experiencing the flexibility and convenience of online learning and participate in a virtual classroom that you may attend any time – 24 hours a day, 7 days per week – without leaving your home or office. You can enrol in a wide selection of courses to satisfy an interest or take a coherent set of courses that lead to the completion of a certificate. Our interactive online courses will provide you with the opportunity to learn anywhere, anytime, at your pace and in your space.

**OntarioLearn Online**
OntarioLearn.com is a consortium of 22 Colleges in the province of Ontario which have joined together to offer online courses in a manner that promotes convenience, quality, and variety. Cambrian College is pleased to be an active member of this consortium. If you register for one of these OntarioLearn.com courses, you remain a Cambrian College student, but now have access to a wider range and number of topics for your studies. To learn more about the OntarioLearn.com network, please visit the website at ontariolearn.com, visit Cambrian’s website at cambriancollege.ca/continuing, or contact the Off-campus Program Officer, at (705) 566-8101, extension 7214 or by email at continuing@cambriancollege.ca.

**NOTE FOR ONLINE COURSES**
All courses have start and end dates. Also, most courses have due dates for assignments and tests. Students registered for online courses (Cambrian Moodle or OntarioLearn) will receive an email containing instructions on how to log in, where to locate the booklist, and who to contact for help if needed. Those who have registered more than 7 days prior to the course start date will receive their email shortly before the start date. Others will receive the email within 24 hours of registration. Once a student logs in, he/she will receive further instructions, course information, assignments, and other course related resources. He/she will also be able to interact with the course professor and fellow classmates. Some courses may have scheduled chat sessions and/or group work, assignment due dates, and specified exam dates/periods. All courses have a start and end date. It is expected that all students taking online courses have basic computer literacy and a comfort level with the Internet. Students who plan on accessing their online course material at their place of employment should check for any technical (e.g., firewalls, spam filters, junk folders) and/or download restrictions. **Students are strongly encouraged to log into their course as soon as possible in order to sort out any potential difficulties prior to the course drop and refund dates.**

**Paper-based Correspondence**
Courses begin around the first of each month and must be completed within the number of weeks specified. The total fee includes tuition and course materials (i.e., manual or study guide) as well as shipping and handling fees and envelopes for assignments, if applicable. Students are responsible for postage for any assignments which must be submitted in hard copy. The course manual/guide is shipped by courier prior to the course start date or upon registration if registering after the start date. Professor information, schedules for exams and assignments, Testing Centre hours of operation, and a proctor form will be included. For some courses, the purchase of textbooks is required. Textbooks can be purchased at the College campus bookstore. Check individual course descriptions for details.

**In Class Courses**
In class courses are flagged as “seminar/workshop” are normally taught in an interactive, instructor-led classroom setting and are usually of a shorter duration than most other classroom courses. Prior to registering, please be sure to check the refund policy for these courses as it differs from the usual classroom refund policy.

**The Booklist is Online**
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
REFUND POLICY

To obtain a refund, students must notify the Enrolment Centre or the Continuing Education Office in person, by phone, by fax, or email. If special refund conditions apply to a certain course, they will be stated with the course description. If the College finds it necessary to cancel a particular course, all monies will be refunded. No refunds will be issued after the time frames indicated. Non-attendance does not constitute withdrawal. Please note the refund policy prior to registering for your course.

Students who register for courses without having the necessary prerequisite subjects may be withdrawn from their course and the applicable refund policy will be enforced. Registration in any Continuing Education course will be considered as consent and agreement with the refund policies listed here.

OntarioLearn Online, Cambrian Moodle Online, and Paper-based Correspondence Courses
If a student formally drops the course within the first 14 days of the start of the course, the tuition, part-time activity fee, and the technology fee will be refunded. The College Services fee is non-refundable. Supplies may be fully refunded for paper-based correspondence if the manual is returned in excellent condition with no marks.

In Class Courses
If a student formally withdraws before the start of the second scheduled class:
• For non-credit courses: tuition will be refunded and supplies may be fully refunded or prorated depending on course
• For credit courses: tuition, the part-time activity fee, and the technology fee will be refunded; the College Services fee will not be refunded; and supplies may be fully refunded or prorated depending on course.
Exams for Students in The Greater City of Sudbury
For courses that require a final exam, students within the City of Greater Sudbury can write the final exam before the end date of the course. The Testing Centre is located at the Barrydowne campus, 1400 Barrydowne Road, Room 3522.

The Testing Center schedule is posted on our website at cambriancollege.ca/continuing under Helpful Information.

NOTE: For courses overlapping or ending in July and August, students should know that the Testing Centre Hours are reduced during those months. Please call (705) 566-8101, extension 7560 to verify hours during July and August.

Students in the City of Greater Sudbury are not required to book an appointment for their exam. They may simply visit our Testing Center during the hours of operation but remember that photo id is required. Please contact continuing@cambriancollege.ca to ensure your exam is at the testing centre 2 days or more PRIOR to writing.

Please bring a completed copy of the Testing Centre Pass with you.

You have a specified amount of time to write each test. Check with your professor for format and details.

Exams for Students Outside of the Greater City of Sudbury
Students who do not live in the Greater City of Sudbury must complete the Off-Campus Course Examination Agreement form listing the contact information for the individual who has agreed to supervise the examination. This form is on our website at cambriancollege.ca/continuing under Helpful Information.

Send the completed form to:
Cambrian College
Continuing Education
1400 Barrydowne Road,
Sudbury, Ontario P3A 3V8
Fax: (705) 524-8081
continuing@cambriancollege.ca

Invigilators may not be a relative. Approved invigilators may be teachers, supervisors, clergy, etc. Also, students may book tests at a local community college in their area. Once the invigilator is approved by the Continuing Education department, tests and exams will be sent directly to the Invigilator.

Please ask the invigilator to return all tests and exams immediately for marking in the envelopes that will be provided with the exam.
ACADEMIC POLICIES

Admission Requirements
Unless otherwise indicated, any adult (minimum age 19), regardless of residence, previous schooling or experience, may enrol in any of the part-time courses or seminars listed; however, all prerequisites or requirements indicated must be met. Individuals intending to pursue any certificate program listed in this calendar must submit an application form and provide any related documentation prior to taking courses listed for that program. This requirement helps us track your progress and notify you of any curriculum changes and ensures that you are able to complete your certificate in due time. Credentials obtained upon successful completion of all requirements are listed under the program titles.

Changes in Program of Study/ Curriculum Revision/Interruption of Studies
Cambrian College makes every attempt to minimize the number of changes to the program of study (curriculum) for certificate and diploma programs. However, in order to maintain program relevancy and to respond to changes in the fields of study or in legislation, it is sometimes necessary to implement revisions. When changes are necessary, students who have declared that they are pursuing a certificate or diploma will be able to continue with the original program of study. However, some substitution of courses may be required. Should students interrupt their studies for four or more consecutive semesters, hours earned to date and transfer credits awarded will be re-evaluated for relevancy within the current curriculum. Students who have not declared that they are pursuing a certificate or diploma will be required to follow the revised curriculum. Therefore, students are strongly encouraged to declare their intent as soon as possible. Please contact the Enrolment Centre or Continuing Education for further information.

Tuition Fees
Tuition fees of credit courses are set according to Ministry of Training, Colleges and Universities (MTCU) guidelines and are published on our website. Fees for international students are charged according to current international rates and will vary accordingly. Please contact the Enrolment Centre for more information.

Program Declaration and Graduation Information for Part-time Programs in Continuing Education
Students enrolled in Continuing Education courses on a part-time basis may obtain certificates or diplomas in a variety of programs. To be eligible to graduate, students must be admissible to the program from which they wish to graduate. The admission requirements vary based on the program. Please refer to the Admission Policy for more details. Once students have determined which program they are pursuing, they must advise the Enrolment Centre of their intent to apply their earned credits towards a particular certificate or diploma by completing a program declaration form. This form must be remitted to the Enrolment Centre no later than upon completion of 50% of the program. In addition, students wanting to graduate from a Continuing Education certificate or diploma program must submit an application to graduate form to the Enrolment Centre at the beginning of his/her graduating semester.

Graduation Timelines
Students are usually expected to complete their program of study within the following time limits, based upon the original program or course start date.
Continuing Education part-time certificate program: Up to 60 months (5 years)
Written approval from the Academic Administrator is required to extend these time limits. Students with disabilities may require extended time limits due to a disabling condition as verified and recommended by The Glenn Crombie Centre for Student Support. Some programs may have alternate timelines as published in the College calendar.
Privacy/Freedom of Information
Personal information collected through the registration process is required for the administration of Cambrian College of Applied Arts and Technology (“the College”) as continued by the Ontario Colleges of Applied Arts and Technology Act, 2002, and its regulations. It will be used principally for administrative, educational, student information related systems, statistical and research purposes, and for purposes consistent with all of the above. It may also be used by/disclosed to authorize third parties who are providing services to students or acting as agents for the College or for the Ministry of Training, Colleges and Universities and working in accordance with privacy guidelines. Cambrian College is also required to report student level enrolment to related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario education numbers, student characteristics, and educational outcomes in order to administer government postsecondary funding, policies, and programs including planning, evaluation, and monitoring activities.

Prerequisite Course Policy and Progression Requirements
Many courses offered in Continuing Education require that students complete a prerequisite course(s) to be able to take a subsequent course. This requirement is to ensure that students have the foundation skills necessary to be able to handle the course content and successfully complete the course evaluations. Prerequisite course requirements are listed on our website in both course descriptions as well as certificate descriptions. Students are advised that ignoring the prerequisite requirements and registering in a course without having completed the necessary prerequisite(s) may result in being withdrawn from the course and course costs being withheld by the College as per our refund policies.

Transfer Credits/Course Replacements
Students who have successfully completed postsecondary studies at another institution may apply for transfer credits (TC). Only those courses in which the student has obtained a minimum “C” grade or 60% will be considered. To determine eligibility, detailed course information is required and an official transcript must support each application for transfer credit. Credit is granted on a course-by-course basis. Requests to review possible transfer credits are made by appointment with the appropriate academic program administrator. Please note that any transfer credits granted are recorded on the academic record as “TC” and are not computed into the grade point average (G.P.A).

A course replacement is an internal transfer credit which recognizes that a formal academic course successfully completed at Cambrian is deemed equivalent to (i.e., meets the learning outcomes of) another Cambrian course. A minimum grade of “D” or 50% is required. As proof of successful completion, a grade must appear in the student’s academic record at Cambrian. When a course replacement is granted, the grade earned and the credit value of the replacement course is used in the calculation of the G.P.A.

NOTE: Based on the time elapsed since the original course was taken and the subject matter, the College reserves the right to request additional documentation if current relevancy is in question (e.g., an intro to computer course taken 10 years ago may be deemed as not currently relevant).

Prior Learning Assessment and Recognition
Through the Prior Learning Assessment and Recognition (PLAR) process, you may be able to acquire College credits for your experiential learning such as work experience, volunteer activities and attendance at workshops, conferences, or corporate training programs. This enables you to receive a diploma or certificate in less time and with less cost. Please note that not all courses are available for challenge and that there is a fee for each course challenged. For further information, visit cambriancollege.ca/plar, send an email to plar@cambriancollege.ca, or call 705-566-8101, extension 7584.

Disability Support Services
If you have a disability and require support services in order to achieve your educational goals, contact The Glenn Crombie Centre for Student Support. Accommodations may include access to equipment, interpreters, testing procedures, mobility assistance, and books in alternate formats. You should call well in advance of classes starting to allow time for special arrangements. For additional information, call (705) 566-8101, extension 7420, or email disabilityservices@cambriancollege.ca.

Course Changes/Cancellations
The College reserves the right to cancel any courses if there are insufficient registrations and also to postpone, combine, limit registration, and/or change instructors. In the event that the College cancels a course, every effort will be made to contact students by telephone or by email, using the information provided when students registered. It is the students’ responsibility to ensure that we have the correct contact information for them at the time of registration.
Withdrawal
A student registered in most credit courses that begin on September 6 may withdraw formally on or before **November 10;** a grade of “W” (withdrawal) will be assigned. If a student drops a course after the stated deadline, a grade of “F” (Fail) is assigned. **Please note that some courses are subject to different withdrawal dates** depending on the course start date. Please check with the Enrolment Centre or Continuing Education for specific dates in these cases. Any student registered in a credit course through any of the delivery modes wishing to withdraw must notify the Enrolment Centre in writing prior to the stated deadline. This can be done by email at enrolmentcentre@cambriancollege.ca or by mail provided that the letter is date stamped as received at the College prior to the withdrawal deadline. Students may also withdraw over the phone with College staff in the Enrolment Centre, but leaving a voice mail will not be considered official withdrawal. It is the student’s responsibility to officially initiate this process (i.e., don’t simply stop attending classes or assume that the instructor is responsible for your status).

Transfers
Registered students wishing to transfer from one offering to another must apply for a transfer within 1 week after the start date of the course from which they are withdrawing (unless otherwise stated). In all cases, the College will attempt to accommodate such changes; however, students are advised to apply for transfers as soon as possible. **Transfers from one semester to another are not permitted.**

Grades
Final grades are due in the Enrolment Centre from **1 to 4 weeks following the end date of a course.** Grades are not official until posted by that office. Once posted, a grade report will appear on myCambrian. If you have not received your grade report three to four weeks after the completion of your course, please contact the Continuing Education office. **Grades cannot be released via email or over the telephone.** Please note that due to the postsecondary promotion process, there may be a short “black-out” period at the end of the semester where final grades will not be viewable on myCambrian.

Transcripts
Unofficial transcripts may be released directly to the student upon request. Official transcripts are signed by the Registrar and bear the College seal. They are released only at the student’s request and sent directly to the receiving party or institution. All requests for transcripts should be directed to the Enrolment Centre at enrolmentcentre@cambriancollege.ca or (705) 566-8101, extension 3003.

Graduation
To be eligible to graduate, students must have been admitted and have completed the specific course requirements of their program with a minimum cumulative program G.P.A. of 2.00 (if applicable) and have no outstanding “F” or “I” grades. Please note that students working towards any certificate or diploma must earn a minimum of 25 credits or 25% of that program through Cambrian College. When students are a few courses away from completing a part-time certificate program, please contact the Enrolment Centre or Continuing Education. Students will need to complete and return an “Application to Graduate” form. Following a review of whether or not students have met the requirements for graduation, students will be notified of their status. Graduates will be invited to participate in the College's annual Convocation ceremonies held in May or June.

Official Tax Receipts
Official tax receipts for courses (T2202A) are not mailed; they will be available through **myCambrian.** Cambrian’s student Web portal. Receipts will only be available when the tuition portion paid exceeds $100.

Registration Receipts
Receipts are issued at time of registration for those registering in person, by phone, by fax, or by email. For online registrations, you must print your own receipt. Copies of receipts can be obtained from the Registrar’s Office or myCambrian. Online registration receipts are available in the registration area under **My Invoices.**

Returned Cheque Policy
For all returned cheques (i.e., NSF cheques) and all declined credit cards, the College will administer a $45 NSF fee. **PLEASE NOTE:** You remain registered in a course and are responsible for full payment of fees even though your fee has not been cancelled.

Sixty Years of Age
The registration fee for senior citizens (60 years or over) will be 50% of the advertised tuition fee for most CREDIT courses. All additional supplies or costs will have to be paid in full by the student. Some credit courses are excluded from this discount, including those offered in a corporate training session. Students 60 years or over must call the Enrolment Centre to register to receive the discount at (705) 566-8101, extension 3003.
GENERAL INFORMATION

Textbooks/Hardware/Software
Unless otherwise indicated, the cost of any required software, hardware, or textbooks is not included in the total fee. Booklists showing details on these requirements are available at cambriancollege.ca/continuing under Helpful Information or from Continuing Education.

Bookstore
The Cambrian College Bookstore is located at the Barrydowne Campus and is open Monday to Friday only. To check hours of operation, please call (705) 566-8101, extension 7608. The Bookstore stocks textbooks as well as a number of sundry and clothing items. Pricing information can be obtained by phone or online at www.bkstr.com (select province then institution). Textbooks can be shipped (with shipping and handling fee). An alternate arrangement for after hour’s pickup may also be available.

Food Services
Food service is available Monday to Friday from several locations at the Barrydowne campus: Tim Hortons (main lobby area), main cafeteria (first floor), Mr. Sub (second floor), and Student Life Centre (main floor near the gym). Hours of operation are posted. Juices, soft drinks, and snacks are also available 24/7 from vending machines at many locations throughout the campus.

Campus Watch Program
Campus Watch staff are available 24/7 to escort night campus users to/from their vehicles or the perimeter of College property. For dispatch, call extension 7230.

Emergencies
For any medical or security emergency on campus, call extension 7911 from any Emergency phone located on every floor and in all classrooms. The Security Office is located in the main lobby area on the main floor.

Parking
All parking on campus is now Pay and Display parking. Hourly and full day passes are available at any of the Pay and Display machines located across the campus. Semester permits are also available. Free parking is available on weekends from 6 p.m. Friday to 6 a.m. Monday. It is also free on statutory holidays. Paid parking is in effect at all other times. Please contact the Parking Office at (705) 566-8101, extension 7986, for further information.

Dates to Remember
Winter 2017 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Nov 28</td>
<td>Online registration for winter Continuing Education courses opens</td>
</tr>
<tr>
<td>Tuesday, Jan 3</td>
<td>College opens after Christmas break</td>
</tr>
<tr>
<td>Tuesday, Jan 10</td>
<td>Most Continuing Education courses begin</td>
</tr>
<tr>
<td>Tuesday, Jan 17</td>
<td>Last day to register for OntarioLearn courses that began on January 10</td>
</tr>
<tr>
<td>Tuesday, Jan 14</td>
<td>Last day to drop a course. Last day to withdraw from a program. Those who withdraw past this date will be legally responsible for the current semester fees and will be billed. This deadline is strictly enforced. Students who withdraw on or before this date and have paid fees may be eligible to receive a refund. Please see refund policy.</td>
</tr>
<tr>
<td>Monday, Feb 20</td>
<td>Family Day - College closed</td>
</tr>
<tr>
<td>March 6 - 10</td>
<td>Reading Week</td>
</tr>
<tr>
<td>Monday, Apr 3</td>
<td>Spring registration opens for Continuing Education spring/summer courses</td>
</tr>
<tr>
<td>Saturday, Apr 8</td>
<td>Spring Open House</td>
</tr>
<tr>
<td>Friday, Apr 14</td>
<td>Good Friday - College closed</td>
</tr>
<tr>
<td>Tuesday, Apr 18</td>
<td>Most courses on OntarioLearn that began on January 10 end</td>
</tr>
<tr>
<td>Tuesday, Apr 25</td>
<td>Most courses on Cambrian Moodle that began on January 10 end</td>
</tr>
</tbody>
</table>
### Courses on OntarioLearn

<table>
<thead>
<tr>
<th>Registration opens</th>
<th>Start date</th>
<th>End date</th>
<th>Last date to register</th>
<th>Drop date for partial refund</th>
<th>Approximate withdrawal date*</th>
</tr>
</thead>
</table>

### Courses on Cambrian Moodle or Correspondence

<table>
<thead>
<tr>
<th>Registration opens</th>
<th>Start date</th>
<th>End date</th>
<th>Last date to register</th>
<th>Drop date for partial refund</th>
<th>Approximate withdrawal date*</th>
</tr>
</thead>
</table>

### Courses In Class

<table>
<thead>
<tr>
<th>Registration opens</th>
<th>Start date</th>
<th>End date</th>
<th>Last date to register</th>
<th>Drop date for partial refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 28, 2016</td>
<td>Winter</td>
<td>Day before course begins</td>
<td>Before 2nd weekend</td>
<td>please email for dates</td>
</tr>
<tr>
<td>April 3, 2017</td>
<td>Spring</td>
<td>Day before course begins</td>
<td>Before 2nd weekend</td>
<td>please email for dates</td>
</tr>
</tbody>
</table>

*Remember: You are only eligible for a refund if you drop the course according to the Refund Policy applicable to your course. See the refund policy section. Also see the withdrawal section for further information on withdrawing from a credit course. Courses may have a different deadline for withdrawals. Please confirm this date with the Enrolment Centre or Continuing Education.

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**MyCambrian**

*MyCambrian* is an interactive website portal that provides students with access to their personal academic record as well as other important academic information. This site allows students to access personal information such as admission decisions and grades, view their financial statement, update address information, and print official tax receipts as well as access Library searchable databases. To access this site, visit cambriancollege.ca and click myCambrian. You will need your student number and your date of birth (MMDDYY) to log in for the first time. If you need your password reset, please email mycambrian@cambriancollege.ca.

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*These dates can vary*
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