

Distance Learning

416-289-5000, plus extension shown • centennialcollege.ca/dl

Build on the education and experience that you have already achieved, either in Canada or another country, with Centennial College's Distance Learning programs. Achieve your personal and business goals in your own time and space. If shift work, family responsibilities or unpredictable schedules are keeping you from your educational goals, then Distance Learning may be the solution – either online or print-based (correspondence). Distance Learning is a form of instructor-led study for those who cannot attend on-campus classes on a regular basis.

Distance Learning offers you:

- convenience and flexibility
- time efficiency (travel, child/elder care and weather are no longer barriers to learning)
- skills enhancement (hone your communication skills and clarify thinking skills)
- the opportunity to contribute and be heard
- access to an instructor who will be available to answer questions, encourage discussion and provide feedback.

IS ONLINE LEARNING FOR YOU?

To be a successful online learner, you need to:

- have access to a computer and Internet services;
- have basic computer skills;
- be a self-disciplined person who can set goals and manage time appropriately;
- be able to read well as online courses require a significant amount of reading, writing and completion of exercises and assignments (you can expect to spend four to eight hours/week per course. Some courses may require more time);
- convey your ideas well in English, and in writing; be comfortable with sharing your ideas actively and respectfully in online discussions, and have the ability to work independently.

Note: If you plan to complete your online course on your workplace computer, please check with your IT department as some companies have a firewall in place to prevent downloads.

WELCOME TO THE VIRTUAL CLASSROOM!

Minimum online computer requirements:

- personal computer – minimum requirement is a Pentium II 400 Mhz/G3 processor with 128Mb RAM or Windows 2000/ME/XP/VISTA, OR comparable Macintosh system
- a 56k modem is strongly recommended for the ideal learning experience. However, for the patient learner, a 28.8 modem will work sufficiently. Cable or DSL connections will also work
Students must access and use their own Internet account to connect to their online courses
- graphical browser such as Netscape Communicator (version 4.0 or better) or Internet Explorer (version 5.0 or better)

Most courses require word processing software. Individual courses may have additional technical and/or software requirements. For programming and computer courses, you must provide your own software. Software may be purchased at discount prices through the Progress campus bookstore 416-289-5224. See course descriptions for specific course requirements

Welcome to OntarioLearn

Centennial College is a member of OntarioLearn, a consortium of 22 Ontario colleges who have partnered to develop and deliver more than 800 online courses to thousands of students each semester. This flexible mode of learning allows you to complete a course or program at a time and place of your own choosing. An instructor is available to answer your questions, encourage discussion on course topics, and provide feedback. If you are interested in a course that does not appear below, call 416-289-5000, ext. 2555 or e-mail us at distancelearning@centennialcollege.ca.

IMPORTANT DATES

Most courses are semester-based. Some monthly intake courses start at the beginning of each month. Checkout centennialcollege.ca/dl for detailed information for monthly intake courses, i.e. start dates, deadlines etc. If you wish to withdraw from a course, you must do so in writing to the Enrolment Services Office (Fax: 416-289-5279).

No refund will be issued after the withdrawal deadline date. Partial refunds will be issued to all withdrawals before this date less a \$25 administration fee and \$15 technology fee.

ONLINE SEMESTER AND MONTHLY COURSE DATES

2008 START DATES – ONLINE SEMESTERED INTAKE

Semester	Sec. #	Start Date	End Date	Last day to register	Last day to withdraw
Fall 2008	415	Sept. 5, 2008	Dec. 12, 2008	Sept. 11, 2008	Sept. 18, 2008
Winter 2009	425	Jan. 9, 2009	April 17, 2009	Jan. 15, 2009	Jan. 22, 2009
Summer 2009	435	May 8, 2009	Aug. 14, 2009	May 14, 2009	May 21, 2009

2008 START DATES – ONLINE MONTHLY INTAKE

Semester	Sec. #	Start Date	End Date	Last day to register	Last day to withdraw
Fall 2008	416	Sept. 2, 2008	Dec. 9, 2008	Sept. 8, 2008	Sept. 15, 2008
	417	Oct. 1, 2008	Jan. 7, 2009	Oct. 7, 2008	Oct. 14, 2008
	418	Nov. 3, 2008	Feb. 9, 2009	Nov. 7, 2008	Nov. 14, 2008
	419	Dec. 1, 2008	March 9, 2009	Dec. 5, 2008	Dec. 12, 2008
Winter 2009	425	Jan. 9, 2009	April 17, 2009	Jan. 15, 2009	Jan. 22, 2009
	426	Feb. 3, 2009	May 12, 2009	Feb. 9, 2009	Feb. 16, 2009
	427	March 2, 2009	June 8, 2009	March 6, 2009	March 13, 2009
Summer 2009	436	April 1, 2009	July 8, 2009	April 7, 2009	April 14, 2009
	437	May 1, 2009	Aug. 7, 2009	May 7, 2009	May 14, 2009
	438	June 1, 2009	Sept. 7, 2009	June 5, 2009	June 12, 2009
	439	July 2, 2009	Oct. 8, 2009	July 8, 2009	July 15, 2009
	440	Aug. 4, 2009	Nov. 10, 2009	Aug. 10, 2009	Aug. 17, 2009

How to Get Started!

Go to centennialcollege.ca/dl to get started. This site provides textbooks, final exam dates and other important information. You will receive a letter (by mail) with the required start-up information one to two weeks before your course start date. E-mail info is sent to your *myCentennial* mailbox (my.centennialcollege.ca).

Go to centennialcollege.ca/dl for all the details and course information.

Print-based Courses

Print-based distance learning allows you to work from printed study materials which will be mailed to you.

Print-based courses will start at the beginning of each month (except January).

Register online or call 416-289-5300.

1. Study material: Will be sent to your home either by courier or mail by the first business day of the month following your registration. Most distance learning courses require a textbook. Textbook info can be found at centennialcollege.ca/dl. Choose "Print-based Programs".
2. Facilitator: A facilitator (tutor) will be assigned to assist with your assignments.
3. Course Duration: Students have a maximum of six months to complete each course (please refer to the start and end dates for each course). Course may be completed earlier than six-months (if needed).
4. Assignments: Can be mailed or brought in to the Progress Campus, Continuing Education. Assignments are forwarded to the facilitators on a weekly basis.
5. Tests and examinations: Final exams must be done after completing all the assignments. All exams are written at Progress Campus. To successfully complete a course, students are required to pass all examinations. Exam registration can be done at centennialcollege.ca/dl. Book exams online or contact the Distance Learning Office, 416-289-5000, ext. 2555. Students living outside a radius of 100 km from the Progress campus should call extension 2555 for details on how to arrange for a proctor. You are responsible for any proctoring fees.
6. Refund/Transfer: CE Student-initiated refunds may be processed if you withdraw within one month of registration. Refunds are subject to a \$25 administrative fee and \$15 distribution fee. To withdraw from a course without academic penalty (e.g., without an "F" grade) you must withdraw officially by midpoint of the course (within three months). The deadline for full-time students is the same as their ADD/DROP dates for that semester.

2008 START DATES – PAPER-BASED MONTHLY INTAKE

Semester	Sec #	Start Date	End Date	Last day to register	Last day to withdraw
Fall 2008	410	Sept. 2, 2008	Feb. 28, 2009	Sept. 8 2008	Oct. 2, 2008
	411	Oct. 1, 2008	March 31, 2009	Oct. 8, 2008	Oct. 31, 2008
	412	Nov. 3, 2008	April 30, 2009	Nov. 10, 2008	Dec. 2, 2008
	413	Dec. 1, 2008	May 31, 2009	Dec. 8, 2008	Jan .3, 2009
Winter 2009	421	Feb. 2, 2009	July 31, 2009	Feb. 9, 2009	March 2, 2009
	422	March 2, 2009	Aug. 31, 2009	March 6, 2009	April 1, 2009
Summer 2009	430	April 1, 2009	Sept. 30, 2009	April 7, 2009	May 1, 2009
	431	May 1, 2009	Oct. 30, 2009	May 7, 2009	June 1, 2009
	432	June 1, 2009	Nov. 30, 2009	June 5, 2009	June 12, 2009
	433	July 2, 2009	Jan. 4, 2010	July 8, 2009	Aug. 3, 2009
	434	Aug. 4, 2009	Jan. 29, 2010	Aug. 10, 2009	Aug. 17, 2009

Print-Based Programs

BUSINESS

Business Management – Entrepreneurial (also available online)	p. 66
Business Management – International	p. 66
Business Management – Marketing (also available online)	p. 66

HEALTH

Ophthalmic Medical Personnel	p. 64
------------------------------	-------

HOSPITALITY

Smart Serve	p. 80
-------------	-------

SPECIAL INTEREST

Cosmetics by Correspondence	p. 84, 147
-----------------------------	------------

Print-Based Courses

BUSINESS

Business Communications BUSN-333	p. 73
Business Law BUSN-331	p. 74
Corporate Finance 1 ACCT-224	p. 71
Financial Accounting 1 ACCT-112	p. 71
Financial Accounting 2 ACCT-221	p. 71
Fundamentals of Operations Management CEMG-103*	
Human Resources Management HRMT-301	p. 72
International Business Concepts INTL-220	p. 74
International Economics ECON-201	p. 74
Macro Economics ECON-103	p. 73
Management Accounting 1 ACCT-222	p. 71
Management Principles MGMT-222	p. 73
Marketing Communications MKTG-331	p. 74
Marketing Research MKTG-224	p. 74
Mathematics of Finance MATH-106	p. 82
Micro-economics ECON-104	p. 73
Organizational Behaviour BUSN-221	p. 73
Principles of Marketing MKTG-116	p. 74
Professional Selling 1 MKTG-223*	
Quantitative Methods BUSN-225	p. 74
Developing a Business Plan SMAL-331*	p. 72

* For course descriptions not appearing in this book, please visit our website at centennialcollege.ca/parttime

Industry Partners and Certifications

LEARNING PARTNER

CANADIAN COSMETICS CAREERS ASSOCIATION (CCCA)

Get a certificate on your own time! This independent learning program is recognized by major retailers and manufacturers across Canada and abroad. Graduates include cosmeticians, beauty advisors, estheticians, direct sales consultants, store managers, sales representatives, company trainers and college students. You have up to a year to study the print material, and after successfully completing the home exam with a minimum of 75% grade, you will receive a certificate and a one-year membership from the Canadian Cosmetics Careers Association (CCCA).

For more details, e-mail distancelearning@centennialcollege.ca

COMPLETION REQUIREMENT

Cosmetics by Correspondence MAKE-005

p. 84

LEARNING PARTNER

CCH CANADIAN LIMITED AND ADVOCIS™ (CANADIAN ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS)

Financial Planning is the process by which a professional financial planner determines the financial needs and objectives of clients and uses this information to develop a personalized program of savings and investments to help clients realize their goals. The Certified Financial Planner Program, offered by the ADVOCIS, has been developed specifically for individuals who wish to become qualified professional financial planners, as well as those individuals who simply want a better understanding of the complex financial world around them, and wish to gain the knowledge that will enable them to structure their financial affairs to best suit their needs and objectives. Achieving financial security for clients is a complex process. Financial markets, taxation laws, investments and investment strategies grow even more complex.

Students taking the CFP™ and the CSC programs may include Mutual Fund Representatives, Self-Employed Financial Planner or someone working in Financial Planning Companies, Bank or Trust Company Officers, Discount Brokerage Investment Representatives, Life Insurance Company Employees or Representatives, Full Service Investment Advisors, Credit Union Employees, Full Service Brokers, Investment Fund Company Employees or those working in companies that provide financial products and services to individuals.

NOTE: A three-hour practice exam to confirm complete knowledge and preparation for the CFP™ examination is included upon successful completion of the four courses.

Further information can be found through our learning partners link on our website at centennialcollege.ca/parttime.

Courses should be completed in the order listed. Courses are semestered and available online. See page 60 for semestered dates.

COMPLETION REQUIREMENTS

Courses should be completed in the order listed.

Financial Planning Fundamentals CEFN-801	p. 84
Contemporary Practices in Financial Plannin CEFN-802	p. 84
Comprehensive Practices in Risk & Retirement Planning CEFN-803	p. 84
Wealth Management and Estate Planning CEFN-804	p.84

LEARNING PARTNER

CERTIFIED EMPLOYEE RELOCATION SPECIALIST/ PROFESSIONAL IN PARTNERSHIP WITH CANADIAN EMPLOYEE RELOCATION COUNCIL

CERC is Canada's only organization devoted to advancing the interests and issues for workforce mobility. Founded in 1982, CERC is the leading provider of information and professional education to the relocation industry. Our unique membership brings together representatives from organizations that relocate their employees and companies that provide relocation services. Through our services we support and strengthen Canada's relocation industry, contributing to the nation's economic growth.



CERTIFICATE IN

EMPLOYEE RELOCATION – PROGRAM CODE 7674

Mandatory Courses

Introduction to Relocation CERC-101 (Non-members) CERW-101 (Members)	p. 84
Domestic Relocation Policy Development And Program Delivery CERC-102	p. 84
International Relocation Policy & Program Delivery CERC-103	p. 84

Introduction to Relocation (CERC-101/CERW-101 is the first of three levels of professional designation program. It provides participants with a certificate upon completion of this first level course and examination enabling them to use the title CERC Relocation Specialist™.

Upon completion of all three levels students will also achieve the designation of Canadian Employee Relocation Professional™.

LEARNING PARTNER

CISCO SYSTEMS

The Cisco Networking Academy program teaches you how to design, build, and maintain computer networks. This program combines instructor-led and online learning, with hands-on lab exercises where you will apply what you have learned. The Academy curriculum covers a broad-range of topics, from basic networking skills, such as pulling cable, to more complex concepts, such as applying advanced troubleshooting tools, wireless technology and security. CCNA 1 through 4 of the Academy program provide a basic foundation in networking and provide the knowledge necessary to obtain the Cisco Certified Network Associate (CCNA™) certification. CCNP 1 through 4 of the Academy program address more advanced networking topics, such as complex configurations and troubleshooting. These advanced courses teach the skills associated with the Cisco Certified Network Professional (CCNP™) certification. In order to enrol in CCNP 1 through 4 of the Cisco Academy program, you should have CCNA certification or have successfully completed the CCNA coursework.

For more information on this program, please visit the academy website at www.cisco.com/warp/public/779/edu/academy/curriculum.html or contact the program supervisor at 416-289-5000, ext. 4675.



Please note: Cisco Systems continually updates the academy curriculum to match current certification requirements. Program content is subject to change without notification.

CERTIFICATE IN

CISCO NETWORKING ASSOCIATE – PROGRAM CODE 7390

This hands-on certificate program will provide the learner with knowledge of Cisco networking technology at the associate level. It will help prepare the learner to obtain the Cisco Certified Network Associate (CCNA™) certification and provide the groundwork for more advanced studies in networking.

For more information about this program contact the program supervisor at 416-289-5000, ext. 8214.

Courses are semestered and available online. See Semestered Intake schedule, p. 60.

COMPLETION REQUIREMENTS

Mandatory Courses:

Courses should be completed in the order listed.

CCNA 1 Network Fundamentals CCTC-501	p. 85
CCNA 2 Routing Protocols and Concepts CCTC-502	p. 85
CCNA 3 LAN Switching and Wireless CCTC-503	p. 85
CCNA 4 Accessing the WAN CCTC-504	p. 85

Note: This certificate program does not include the cost of the CCNA™ certification exam. This exam may be completed at the Centennial College VUE Test Centre for an additional charge.

LEARNING PARTNER

INSTITUTE OF LAW CLERKS OF ONTARIO (ILCO)

Estates – Law Clerk CELC-922	p. 85
Real Estate – Law Clerk CELC-921	p. 85
Civil Litigation – Law Clerk CELC-923	p. 85
Corporate Law – Law Clerk CELC-924	p. 85

LEARNING PARTNER

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM (OMDP)



CERTIFICATE IN

LEADERSHIP AND SUPERVISION SKILLS – PROGRAM CODE 7404

This program will appeal to individuals who want to enhance their leadership skills, and who may be in a workplace environment where teamwork and self-management are keys to success, first line supervisors and managers, as well as small business owners. Successful completion of six courses is required for certification. You have a maximum of 10 years between your first and last courses to complete the program. Currently five of the courses are only offered online. The sixth course can be any program supervisor approved Business course.

Courses are semestered and available online. See semestered start dates, p. 60.

COMPLETION REQUIREMENTS

Six courses are required.

MANDATORY COURSES

Managing For Results OMDP-101	p. 85
Personal Success OMDP-102	p. 85
Human Relations OMDP-103	p. 85
Communications OMDP-104	p. 85
Dealing With Difficult People (Previously CESI-983) OMDP-105	p. 85

Plus choose one from the following:

Any program supervisor approved Business course.

LEARNING PARTNER

ONTARIO RETIREMENT COMMUNITIES ASSOCIATION (ORCA)



Standards for Living. Quality of Life.

CERTIFICATE IN

RETIREMENT COMMUNITIES MANAGEMENT – PROGRAM CODE 7155

Due to the increased demand for administrators in retirement communities, Centennial College is excited to offer the Retirement Communities Management program in partnership with Ontario Retirement Communities Association (ORCA). ORCA is a voluntary, non-profit association that sets professional operating standards, and inspects and accredits retirement residences in Ontario. This program is offered ideally to those candidates with an academic background/or managerial experience in a related health or business discipline. The competency-based curriculum will prepare students for a challenging, dynamic management career in a recognized sector that predicts a labour shortage over the next ten years.

ADMISSION REQUIREMENTS

Applicants must have:

- successful completion of a recognized post-secondary institution degree or diploma (college or university) in one of the preferred subject areas and or relevant management/work experience:
- health science/community services
- food and nutrition management
- recreation and leisure
- hospitality and tourism, focus in accommodation or food and beverage
- business administration
- successfully completed Centennial College English Assessment test at COMM-160 or COMM-161. (Please see English section, p. 102).

Please complete Centennial College supplemental application form.

Courses are semestered and available online. Please see semestered start dates p. 60.

COMPLETION REQUIREMENTS

Operational Overview LTRM-700	p. 85
Financial Management LTRM-701	p. 85
Sales & Marketing LTRM-702	p. 85
Environmental Services LTRM-703	p. 85
HRM & Labour Relations LTRM-704	p. 86
Healthy Adult Aging LTRM-705	p. 86
Resident-centred Care LTRM-706	p. 86
Food Nutrition & Hospitality Management LTRM-707	p. 86
Case Study Portfolio LTRM-708	p. 86
Senior Management RCMO-801	p. 86
Placement 1 RCMO-802	p. 86
Placement 2 RCMO-803	p. 86

CERTIFICATE IN

OPHTHALMIC MEDICAL PERSONNEL – PROGRAM CODE 7934

This program enables you to develop the knowledge and skills necessary to function as an ophthalmic assistant, providing quality care under the supervision of a registered eye care practitioner. We are Canada's first Ophthalmic Medical Personnel program – endorsed by the Canadian Ophthalmological Society. This program is accredited by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as a training program at the assistant's level. You will be eligible to write appropriate JCAHPO examinations. The program offers valuable basic knowledge of ophthalmology and provides useful information for ophthalmic nurses, receptionists, ophthalmic photographers and all ophthalmic medical personnel working in the field.

ADMISSION REQUIREMENT:

Concurrent employment in the field under the supervision of a registered eye care practitioner. Application can be requested by phone at 416-289-5000 ext. 2555 or it can be downloaded from centennialcollege.ca/dl

COMPLETION REQUIREMENTS

Ophthalmic Medical Personnel (Phase 1) CEOA-906 p. 86

Ophthalmic Medical Personnel (Phase 2) CEOA-907 p. 86

Note: These courses are offered in a print-based format every semester. Start dates are as follows:

Semester	Sec. #	Start Date	End Date	Last day to register	Last withdrawal date
Fall 2008	415	Sept 9, 2008	Dec 15, 2008	Sept 16, 2008	Oct. 9, 2008
Winter 2009	425	Jan 26, 2009	May 1, 2009	Feb 2, 2009	Feb 26, 2008
Summer 2009	435	May 25, 2009	Aug. 28, 2009	June 1, 2009	June 25, 2009

LEARNING PARTNER

PURCHASING MANAGEMENT ASSOCIATION OF CANADA (PMAC)



CERTIFICATE IN

PURCHASING

The Purchasing Management Association of Canada (PMAC) is the voice of an exciting and progressive business profession in purchasing and supply management. A national not-for-profit association, PMAC offers a wide-range of services to its more than 8,000 members; professional development, training, seminars, certification, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.

For more information, contact the Ontario Institute of PMAC (OIPMAC) phone 416-977-7566, fax 416-977-4135, e-mail info@ontarioinstitute.com or website: www.ontarioinstitute.com or e-mail distancelearning@centennialcollege.ca or website: centennialcollege.ca/parttime

COMPLETION REQUIREMENTS:

Mandatory Course:

Principles of Buying (CEPA-901)*

Plus two of the remaining three Principles courses:

(CEPA-902; CEPA-904; CEPA-905)*

Four Seminar Credits (available through Purchasing Management Association of Canada)

C.P.P. Designation Requirements (obtained through PMAC):

Ten Centennial College Management Studies Courses (chosen from list below)

Four PMAC Principles Courses (minimum 60% mark received in CEPA-901, CEPA-902, CEPA-904, CEPA-905)

Twelve PMAC Seminar Credits (contact PMAC)

Minimum Relevant Work Experience (contact PMAC)

The Advanced Purchasing Management Course (one week live-in; contact PMAC)

National Written Examination (membership in PMAC is mandatory at this point)

Approved Management Studies courses:

Five mandatory courses – See Business Course Listing:

Principles of Macro Economics ECON-103 (online monthly intake) p. 73

Principles of Marketing MKTG-116 (online semester intake) p. 74

Organizational Behaviour BUSN-221 (online semester intake) p. 73

Financial Accounting 1 ACCT-112 (online monthly intake) p. 71

Management Principles MGMT-222 (online monthly intake) p. 73

Plus choose five from the following:

Principles of Micro Economics ECON-104 (online monthly intake) p. 73

Management Accounting 1 ACCT-222 (online semester intake) p. 71

Business Law BUSN-331 (online monthly intake) p. 74

Marketing Management MKTG-221 (only available in-class, check online for details)

Human Resources Management HRMT-301 (online semester intake) p. 72

Intermediate Microcomputer Applications Software COMP-121 (only available in-class) p. 43

Note: These course credits may also be used towards Centennial's Certificate in Purchasing. For more information, call program supervisor at 416-289-5000, ext. 2791.

Principles of Buying CEPA-901*

Principles of Inventory and Operations Control CEPA-902*

Principles of Quality CEPA-904*

Principles of Transportation and Logistics CEPA-905*

* For course start and end dates as well as descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

Distance Learning Programs & Courses

DIPLOMA IN

EDUCATIONAL ASSISTANT

(PENDING APPROVAL – visit our website for updates)

In conjunction with Mohawk College, Centennial is offering the online educational assistant diploma program, which is provincially-recognized training via the Ministry of Training, Colleges and Universities (MTCU) approved curriculum. This is a very intensive program offering the attitudes, knowledge and skills needed to work effectively as educational assistants primarily with children and youth with exceptionalities. This prepares graduates to work as non-teaching team members who work with teachers and other professionals to help meet student needs.

ADMISSION REQUIREMENTS:

1. Grade 12 equivalency certificate achieved through College academic upgrading including Grade 12 English general (70%) or advanced, C or U
2. Prior elementary and/or secondary school classroom experience (volunteer or paid). Please provide letters of reference from teachers/principles, on school letterhead with number of hours.
3. Current First Aid certificate and current CPR Level C and a Criminal Record Check are required prior to registering for the Orientation and Practicum courses and will be the responsibility of the student to obtain and submit to the college.
4. Excellent oral and written communication skills.
5. Satisfactory Math skills. A formal written Math Skills test to be arranged at Centennial. Please contact 416-289-5300 or go to centennialcollege.ca/assessment to book your math assessment. This must be completed prior to registering for your first course and students must obtain a minimum of 70%.
6. Excellent interpersonal skills.
7. Basic computer skills (e.g. word processing, data management, internet) or an introductory computer course.
8. A Criminal Record Check is required prior to registering for the Orientation and Practicum courses and will be the responsibility of the student and submit to the Distance Learning Continuing Education office at Centennial College.

NOTE: The application and all required documents must be completed and returned to the college for approval prior to registering for your first course. To obtain an information package that includes the EA Program Application, please e-mail distancelearning@centennialcollege.ca

COMPLETION REQUIREMENTS:

Mandatory lecture courses:

Working Safely: Safe Care of Self/Others CEED-101	p. 86
Communication for EA CEED-109	p. 88
Foundations of Education CEED-103	p. 86
Principles of Human Behaviour GNED-129	p. 79
Personal and Interpersonal Dynamics CEED-104	p. 87
Developmental Psychology GNED-144 (was CEED-105)	p. 79
Cultural Diversity in an Educational Setting CEED-106	p. 88
Computers in Education CEED-201	p. 87
Classroom Skills CEED-202	p. 87
Exceptionalities I CEED-203	p. 87
Exceptionalities II CEED-204	p. 87
Exceptionalities III CEED-205	p. 87
Mathematics for EA CEED-207	p. 88
Communications in Educational Setting I CEED-206	p. 88
Adaptive Technology CEED-301	p. 88
Learning Strategies for EA CEED-302	p. 88
Communications in Educational Setting II CEED-305	p. 88
Autism Spectrum Disorder CEED-401	p. 88
Supporting ESL/ELD Learner CEED-402	p. 89
Lifeskills and Job Coaching CEED-403	p. 89
Intercultural Communication CEIL-862	p. 74

Mandatory practicum courses:

Orientation to Schools and the Assistant Role and Seminars – Level I CEED-107	p. 87
Orientation to Schools and the Assistant Role and Seminars – Level II CEED-108	p. 87
EA Role Practicum A and Seminars CEED-303	p. 87
EA Role Practicum B and Seminars CEED-304	p. 87

General Education Electives (choose two):

Abuse and Family Violence CEED-501	p. 87
Racism and Discrimination CEED-502	p. 88
Surveying Society CEED-503	p. 88
Portfolio Approach to Career & Educational Planning CEED-504	p. 88
Principles of Sociology GNED-130	p. 79
Crisis Intervention (in-class) CYWP-308	p. 89
Global Citizenship (in-class) GNED-500	p. 79

Note: A minimum of 60% is required to pass a course.

CERTIFICATE IN

AUTOMOTIVE SERVICE ADVISOR – PROGRAM CODE 7285

Pursue a career in automotive service advising. You will be given training in both the technical aspects of the automobile, as well as communication and managerial skills.

These courses are monthly intake and are offered online. See monthly intake schedule, p. 60.

Automotive Service Advisor 1CEAM-919	p. 89
Automotive Service Advisor 2 CEAM-963	p. 89

Plus choose one from the following

Business Communications BUSN-333	p. 73
Financial Accounting 1 ACCT-112	p. 71
Principles of Marketing MKTG-116	p. 74

CERTIFICATE IN

APPLIED MANAGEMENT STUDIES – PROGRAM CODE 7035

If you are currently in a management position or expect to assume a managerial role in the future, this certificate program will assist or prepare you to function in this capacity.

COMPLETION REQUIREMENTS:

Eight courses are required.

BUSN-221, HRMT-301, and BUSN-333 are available in a Print-based or Online format and are monthly intake courses. Other courses are semestered and available online. See semestered schedule, p 60.

Mandatory courses:

Organizational Behaviour BUSN-221	p. 73
Human Resource Management HRMT-301	p. 72
Business Communications BUSN-333	p. 73

Plus choose five of the following:

Management Principles MGMT-222	p. 73
Organizational Change and Development CEIL-863	p. 74
Labour Relations HRMT-308	p. 72
Introduction to Intercultural Communication CEIL-862	p. 74
Dispute Resolution HRMT-316	p. 73
Introduction to Project Management CEMG-940	p. 90

CERTIFICATE IN

BUSINESS MANAGEMENT – ENTREPRENEURIAL – PROGRAM CODE 7284

Earn this certificate online or print-based. This program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of Entrepreneurial studies.

COMPLETION REQUIREMENTS:

Seven courses are required.

Most courses are available in a Print-based or Online format and are monthly intake courses, see p. 61. Other courses are semestered and available online, see semestered schedule p. 60.

Mandatory Courses: (online or print-based)

Human Resources Management HRMT-301	p. 72
Organizational Behaviour BUSN-221	p. 73
Financial Accounting 1 ACCT-112	p. 71

Plus choose four of the following electives (online or print-based except for CEIL-896 is online only)

Business Communications BUSN-333	p. 73
Business Law BUSN-331	p. 74
Management Principles MGMT-222	p. 73
Operations Management CEMG-103*	
Entrepreneurship CEIL-896	p. 74

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

BUSINESS MANAGEMENT – INTERNATIONAL – PROGRAM CODE 7298

Earn this certificate print-based. This certificate program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of international studies.

COMPLETION REQUIREMENTS:

Eight courses are required:

Courses are available in a Print-based and are monthly intake courses. See Print-based monthly schedule p. 61. Some courses are also available online.

Mandatory Courses:

Introduction to Canadian Business GNED-119 (print-based only)	p. 79
Principles of Marketing MKTG-116	p. 74

Plus choose six of the following electives

International Economics ECON-201	p. 74
International Business Concepts INTL-220	p. 74
Human Resources Management HRMT-301	p. 72
Marketing Research MKTG-224	p. 74
Organizational Behaviour BUSN-221	p. 73
Operations Management CEMG-103*	
Mathematics of Finance MATH-106	p. 82

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

BUSINESS MANAGEMENT – MARKETING – PROGRAM CODE 7278

Earn this certificate online or print-based. This program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of Marketing.

COMPLETION REQUIREMENTS:

Seven courses are required:

Courses are available in a Print-based and are monthly intake courses. See Print-based monthly schedule, p. 61. Some courses are also available online.

Mandatory Courses:

Introduction to Canadian Business GNED-119 (print-based only)	p. 79
Organizational Behaviour BUSN-221	p. 73
Financial Accounting 1 ACCT-112	p. 71
Principles of Marketing MKTG-116	p. 74

Plus choose three of the following electives

Operations Management CEMG-103*	p. 73
Management Principles MGMT-222	p. 74
Marketing Research MKTG-224	p. 74
Marketing Communications MKTG-331 (print-based only)	p. 74
Management Accounting ACCT-222	p. 71

* For course descriptions not appearing in these certificates, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

BUSINESS WRITING – PROGRAM CODE 7364

This certificate concentrates on teaching students to become productive, confident, and effective communicators in today's computerized business world. It would be ideal for anyone thinking of starting a small business or launching a career within an established company. The program of study builds from a solid foundation in English writing skills and introduces students to the major styles of business writing. The latter part of the program allows students to choose areas of interest, such as web development, business manuals, and sales material. By the end of the program participants will have become more efficient producers of professional business documents using sound project management skills, and insightful, and resourceful communication strategies.

COMPLETION REQUIREMENTS:

Eight courses are required.

Courses are semestered and online. See semestered schedule p. 60. Writing Grammatically CEBW-201 and Business Writing Strategies CEBW-301 are available on a monthly intake, p. 61.

Mandatory Courses:

Writing Grammatically CEBW-201	p. 89
Desktop Publishing for Business using Word CEIL-845	p. 75

Electives (choose two courses from the following):

Business Writing Strategies CEBW-301	p. 89
Critical Thinking CEBW-302	p. 89
Technical Communication CEBW-303	p. 89

Electives (choose four courses from the following):

Writing a Proposal CEBW-305	p. 89
Writing a Business Manual CEBW-306	p. 89
Writing for the Web CEBW-307	p. 89
Writing Sales Material CEBW-308	p. 90
Writing a Business Plan CEBW-309	p. 90
Writing a Marketing Plan CEBW-310	p. 90

CERTIFICATE IN

CRIMINAL PSYCHOLOGY AND BEHAVIOUR – PROGRAM CODE 7165

This program will appeal to individuals who are working or volunteering in a corrections program, working or volunteering at a women's shelter, or working with youth at risk or individuals who have a special interest in criminal psychology and behaviour.

GNED129 Principles of Human Behaviour is available on a monthly intake, online, see p. 60. Otherwise, courses are semestered and online, p. 60.

COMPLETION REQUIREMENTS:

Principles of Human Behaviour GNED-129	p. 79
Criminal Psychology – Psychopathic Minds CEOL-200	p. 90
Criminal Psychology II – Criminal Minds CEOL-201	p. 90
Sexual Violence CEOL-202	p. 90
Domestic and Workplace Violence CEOL-203	p. 90
Cults and Terrorism CEOL-204	p. 90
Codependency as an Addiction CEOL-205	p. 90

CERTIFICATE IN

EFFECTIVE PROJECT MANAGEMENT – PROGRAM CODE 7034

This program will be of interest to anyone who has to implement projects of any size, either as a manager or as a member of a project team. It focuses on the application of current approaches, techniques, and systems for managing projects. Concepts and principles form the basis of course content, with an emphasis on practical application. Upon completion, graduates will be able to use current project management techniques to increase effectiveness and efficiency of their organization. This certificate is awarded upon successful completion of seven courses. Each course explores a critical component of managing projects. Students will then complete a major project as a capstone course.

COMPLETION REQUIREMENTS:

All seven courses are required.

CEMG-940 Intro to Project Management & CEMG-941 Project Management Scheduling Software are available on a monthly intake, online, see p. 60. Balance of courses are semestered and online. See semestered schedule p. 60.

To be taken first:

Introduction to Project Management CEMG-940	p. 90
---	-------

Followed by:

Project Management Scheduling Software CEMG-941	p. 90
Project Definition and Planning CEMG-942	p. 90
Project Management & the Human Interface CEMG-943	p. 90
Project Risk Control and Quality Management CEMG-944	p. 91
Contracting & Procurement in Project Management CEMG-945	p. 91

To be taken last:

Directed Studies in Project Management CEMG-946	p. 91
Project Management Professional Exam Prep CEOA-300	p. 78

CERTIFICATE IN

FOOD SERVICE WORKER – PROGRAM CODE 7167

Offered part-time to employees in the food service industry, this certificate program will enhance your job skills and help you adapt to changes in the industry. Courses focus on health care food service and have been developed in conjunction with the Ministry of Health and Long-term Care, professional organizations and employers.

The following course offerings are online, semester intake, see semestered schedule p. 60.

COMPLETION REQUIREMENTS:

Role of the Food Service Worker FW-101	p. 91
Communications and Human Relations FW-102	p. 91
Sanitation and Safety FW-103	p. 91
Nutrition and Health FW-104	p. 91
Kitchen Equipment and Food Preparation FW-105	p. 91

CERTIFICATE IN

GENERAL BUSINESS MANAGEMENT – PROGRAM CODE 7036

This program provides you with the basic knowledge needed to build your business management career. Gain an understanding of management functions and general managerial skills.

The four mandatory courses are available on a print-based, monthly intake., see p. 61. Otherwise, courses are semestered and online, see semestered schedule p. 60.

COMPLETION REQUIREMENTS:

Eight courses are required.

Mandatory Courses:

Organizational Behaviour BUSN-221	p. 73
Business Communication BUSN-333 (replacing CEBS-908)	p. 73
Financial Accounting 1 ACCT-112	p. 71
Human Resource Management HRMT-301	p. 72

Plus four courses from the following:

Management Leadership Skills CEIL-829*	p. 73
Management Principles MGMT-222	p. 72
Recruitment and Selection HRMT-302	p. 73
Dispute Resolution HRMT-316	p. 73
Intercultural Communications CEIL-862	p. 74

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

GEOGRAPHIC INFORMATION SYSTEMS – PROGRAM CODE 7167

The Geographic Information Systems (GIS) is designed for individuals who plan to use the technology or better their knowledge. This program is designed for individuals who work in fields such as urban planning, civil engineering, transportation engineering, natural resources or business. Individuals build a background in fundamental GIS principles, computer-aided design (CAD), database concepts, and GIS applications in their field of interest.

COMPLETION REQUIREMENTS:

Access – Microsoft CEMS-985	p. 78
Access – Advanced, Microsoft CEMS-987	p. 78

The following course offerings have online, semestered intake. See semestered schedule p. 60.

Introduction to Geographic Information Systems CEGI-101	p. 91
GIS Software – Arcview CEGI-102	p. 91
Remote Sensing CEGI-103	p. 91
Internet Mapping CEGI-104	p. 91
Designing, Managing/implementing a GIS CEGI-105	p. 92
Global Positioning Systems CEGI-106	p. 92

CERTIFICATE IN

HOME INSPECTION – PROGRAM CODE 7359

In conjunction with Seneca College and Carson Dunlop and Associates, and in cooperation with the Ontario Association of Home Inspectors (OAH), Centennial offers a 10-course Home Inspection program that incorporates the standards of practice of the American Society of Home Inspectors/Canadian Association of Home and Property Inspectors. Standards of practice are the minimum and uniform standards for private, fee-paid home inspectors. This certificate was created to help you acquire the knowledge and professional communication skills you need to succeed in this growing industry. Throughout the program you will focus on obtaining a very practical knowledge of the performance of the systems and components of a house. Once you successfully complete this program, you will have met the requirements for the Registered Home Inspector designation, offered by the Ontario Association of Home Inspectors (OAH). To attain this designation you must:

- apply for membership with the OAH;
- complete a number of fee-paid inspections (per OAH bylaws and regulations); and
- attend home inspection-related practical seminars or complete CAHI or ASHI exams to receive baseline accreditation.

For full details, please contact the OAH at 1-888-744-6244 or visit the OAH website at (www.oahi.com). Course material is approximately \$200 per course. Purchase directly from Andrew Dowd at Carson Dunlop and Associates, 1-800-268-7070, ext. 251.

Courses are semestered and online. See semestered schedule, p. 60.

COMPLETION REQUIREMENTS:

Air Conditioning and Heat Pumps Inspection CEHI-101	p. 92
Communication/Professional Practices CEHI-102	p. 92
Electrical Inspection CEHI-103	p. 92
Exterior Inspection CEHI-104	p. 92
Heating Inspection I CEHI-105	p. 92
Heating Inspection II CEHI-106	p. 92
Interior/Insulation Inspection CEHI-107	p. 92
Plumbing Inspection CEHI-108	p. 92
Roofing Inspection CEHI-109	p. 92
Structural Inspection CEHI-110	p. 92

CERTIFICATE IN

LOGISTICS MANAGEMENT – PROGRAM CODE 7837

Whether it's for a promising e-business start-up or an established multinational corporation, your familiarity with logistics will be highly valued. This online certificate gives you both the practical and theoretical knowledge required to effectively deal with the acquisition and distribution of a broad range of goods.

COMPLETION REQUIREMENTS:

Introduction to Canadian and International Business GNED-119 (print based only)	p. 79
<i>The following course offerings are online, semester intake</i>	
Introduction to Logistics Management TRAN-901	p. 92
Integrated Logistics Management TRAN-903	p. 92
Transportation Law TRAN-916	p. 92
Transportation Management TRAN-912	p. 93
Traffic and Transportation INTL-231	p. 93

Semester	Sec. #	Start Date	End Date	Last day to register	Last Withdrawal Date
Fall 2008	415	Sept 12, 2008	Dec 19, 2008	Sept 18, 2008	Sept 25, 2008
Winter 2009	425	Jan 16, 2009	April 24, 2009	Jan 22, 2009	Jan. 29, 2009
Summer 2009	435	May 15, 2009	Aug. 21, 2009	May 21, 2009	May 28, 2009

CERTIFICATE IN

LONG TERM CARE MANAGEMENT – PROGRAM CODE 7154

Due to the aging population and the commitment from the Ministry of Health and Long-Term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators (LTC) and General Managers (Retirement Homes). This demanding career is accountable for the administration and management of the facility operations. This 10-course, post-graduate certificate program will allow students to have an understanding of the long-term care industry.

ADMISSION REQUIREMENTS:

1. Successful completion of a recognized post-secondary institution degree or diploma (college or university) in one of the preferred subject areas: Health Science/Community Services; Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism, focus in Accommodation or Food and Beverage; Business Administration; and/or have relevant management experience or permission of the department
2. Successful completion of ENGL-160 or 161
3. Completion of Centennial supplemental application form (e-mail ihenry@centennialcollege.ca)

Please note transfer credits are not available for this program

Courses are semestered and online. See semestered schedule, p. 60.

COMPLETION REQUIREMENTS:

Operational Overview LTRM-700	p. 85
Financial Management LTRM-701	p. 85
Sales & Marketing LTRM-702	p. 85
Environmental Services LTRM-703	p. 85
HRM & Labour Relations LTRM-704	p. 86
Healthy Adult Aging LTRM-705	p. 86
Resident-centred Care LTRM-706	p. 86
Food Nutrition & Hospitality Management LTRM-707	p. 86
Case Study Portfolio LTRM-708	p. 86

See also Retirement Communities Management – Program Code 7155

CERTIFICATE IN

MEDICAL TRANSCRIPTIONIST – PROGRAM CODE 7166

This program will provide you with theoretical and practical knowledge using simulated case studies to prepare you for a future in Medical Transcription.

COMPLETION REQUIREMENTS:

Mandatory Courses:

Medical Terminology CEIL-890	p. 93
Microsoft Word CEMS-981	p. 78
Medical Keyboarding CEIL-871	p. 93
Business Communication BUSN-333 (replaces CEBS-908)	p. 93
Medical Transcription – Intro. CEIL-872	p. 93
Medical Transcription – Adv. CEIL-873	p. 93
Medical Office Procedures CEIL-874	p. 93

Electives (choose two from the following):

Medical OHIP Billing CEIL-889	p. 93
Essentials in Health Records Management CEIL-875	p. 93
How to Start a Small Business CEBS-870	p. 93

CERTIFICATE IN

MICROSOFT OFFICE APPLICATION SUPPORT – PROGRAM CODE 7046

This Certificate is designed to help you meet the requirements of home and business in the use of the Microsoft Office suite of programs and applications. All of the Microsoft courses listed below have been designed according to the structure and learning outcomes set out by Microsoft.

All courses are offered online and are monthly Intake (except CEMS-988). See monthly intake schedule, p. 60.

COMPLETION REQUIREMENTS

Microsoft Word CEMS-981	p. 78
Microsoft Word (Advanced) CEMS-982	p. 78
Microsoft Excel CEMS-983	p. 78
Microsoft Excel (Advanced) CEMS-984	p. 78
Microsoft PowerPoint – Comprehensive CEMS-986	p. 78
Microsoft Access CEMS-985	p. 78
Microsoft Access – Advanced CEMS-987	p. 78
Microsoft Office Integration (semestered intake) CEMS-988*	

CERTIFICATE IN**OFFICE ASSISTANT****CHOICE OF THREE CERTIFICATES**

Software Specialist (7361)
 Legal Office Assistant (7362)
 Medical Office Assistant (7363)

This program is offered entirely online and is designed primarily for the person with little or no previous experience. The focus is on the development of strong office support skills with emphasis on interpersonal, organizational and communication skills. Graduates of this program will be prepared for standard operational procedures that are required for the smooth operation of a business office.

COMPLETION REQUIREMENTS FOR EACH CERTIFICATE:**Four mandatory courses for all Office Assistant programs:**

Business Communications BUSN-333 (replacing CEBS-908)	p. 73
Microsoft Word CEMS-981	p. 78
Microsoft Excel CEMS-983	p. 78
Exploring Customer Service GNED-160	p. 79

Additional courses required for each specialty.**CERTIFICATE IN****SOFTWARE SPECIALIST – PROGRAM CODE 7361****COMPLETION REQUIREMENTS:****Four mandatory courses (see Office Assistant above) plus:**

Desktop Publishing for Business Using Word CEIL-845	p. 75
MS Frontpage CEIL-834	p. 75
Microsoft Word Advanced CEMS-982	p. 78
Microsoft Excel Advanced CEMS-984	p. 78
Simply Accounting CEIL-855	p. 76
OR Quickbooks Introduction CEIL-853	p. 76
Office Procedures CEIL-870	p. 93

CERTIFICATE IN**LEGAL OFFICE ASSISTANT – PROGRAM CODE 7362**

Following Course Offerings: online, semester intake, see semestered schedule, p. 60.

Four mandatory courses (see Office Assistant above) plus:

Business Law BUSN-331	p. 74
Family Law CELC-914	p. 74
Legal Terminology CEIL-880	p. 94
Legal Office Procedures CEIL-881	p. 94
Introduction to Administrative Law Process CEIL-882	p. 94
Introduction to Law in Society CEIL-883	p. 94

CERTIFICATE IN**MEDICAL OFFICE ASSISTANT – PROGRAM CODE 7363****Four mandatory courses (see Office Assistant above) plus:****Three electives selected from below.**

Following Course Offerings: online, semester intake, see semestered schedule, p. 60.

Medical Office Procedures CEIL-874	p. 93
Medical Terminology CEIL-890	p. 93
Working and Communicating in a Medical Setting CEIL-891	p. 94
Pharmacology for the Medical Office CEIL-892	p. 94

Plus three electives from the following:

Medical Conditions for Medical Office Staff CEIL-893	p. 94
Medical Ohip Billing CEIL-889	p. 93
Understanding Medical Tests for Medical Office Staff CEIL-894	p. 94
Understanding Surgical Procedures for Medical Office Staff CEIL-895	p. 94
Dental Terminology CEIL-897	p. 94

CERTIFICATE IN**OFFICE BOOKKEEPING – PROGRAM CODE 7032**

This bookkeeping certificate program is designed for individuals working in small offices as bookkeepers or accounting clerks. It is also ideal for people who need some assistance in running their own business. The program offers students the opportunity to obtain a thorough understanding of bookkeeping techniques and practices.

Financial Accounting 1, ACCT112, Financial Accounting 2, ACCT-221, Business Law BUSN331 are also available in paper-based, monthly intake., see p. 61. Following course offerings: online, semester intake. See semestered schedule p. 60

COMPLETION REQUIREMENTS**All nine courses are required:**

Financial Accounting 1 ACCT-112	p. 71
Financial Accounting 2 ACCT-221	p. 71
Microsoft Excel CEMS-983	p. 78
Business Law BUSN-331	p. 74
Exploring Customer Service GNED-160	p. 79
Principles of Micro Economics ECON-104	p. 73
Simply Accounting CEIL-855	p. 76
Microsoft Word CEMS-981	p. 78
Microsoft PowerPoint – Comprehensive CEMS-986	p. 78

CERTIFICATE IN**ORGANIZATIONAL DYNAMICS & LEADERSHIP – PROGRAM CODE 7831**

This online senior-level certificate is designed to produce managers with the skills and attitudes needed to develop a motivated and effective workforce able to plan and execute corporate initiatives.

Following course offerings: online, semester intake, see semestered schedule, p. 60.

COMPLETION REQUIREMENTS

Exploring Customer Service GNED-160	p. 79
Management Principles MGMT-222	p. 73
Business Communications BUSN-333	p. 73
Organizational Behaviour BUSN-221	p. 73
Ethics and Professionalism CEIL-911 (replaces TRAN-911)*	
Human Resources Management HRMT-301	p. 72

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN**PROFESSIONAL WRITING – PROGRAM CODE 7360**

This program will help you gain the skills and confidence to succeed as a writer.

With an overall focus on getting work published, the program introduces the learner to a variety of writing opportunities and markets, and explores the business side of being a writer. The required courses provide an introduction to the creative writing and publishing process, and the elective courses give you the opportunity to enhance your writing skills in your own area of interest.

COMPLETION REQUIREMENTS:**Mandatory Courses:**

Writing for Publications I CEWR-101	p. 95
Writing for Publications II CEWR-102	p. 95
Grammar for Writing Professionals CEWR-103	p. 95

Plus any two of the following:

Poetry Writing CEWR-201	p. 95
Science Fiction CEWR-202	p. 95
Writing Short Stories CEWR-203	p. 95
Romance Writing CEWR-204	p. 95
Writing Children's Literature CEWR-205	p. 95

CERTIFICATE IN

QUALITY CONTROL & STANDARDS MAINTENANCE – PROGRAM CODE 7836

A company's success depends to a large degree on setting and meeting goals for customer satisfaction and company profitability. The necessary financial, analytical and service-oriented skills acquired in these online courses will help you ensure your organization's long-term growth.

GNED119 offered in paper-based only, monthly intake, see p. 61. The following course offerings are online, semester intake, see semestered schedule p. 60.

COMPLETION REQUIREMENTS:

Introduction to Canadian and International Business GNED-119	p. 79
Financial Accounting 1 ACCT-112	p. 71
Quantitative Methods 1 BUSN-225 (Prerequisite ACCT-112)	p. 72
Exploring Customer Service GNED-160	p. 79
Operations Management CEMG-103*	
Quality Assurance CETR-101 (Prerequisite CEMG-103)*	

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

OBJECT ORIENTED SYSTEMS DEVELOPMENT & UML – PROGRAM CODE 7055

Leaders in the systems development field owe their successes to the implementation of well-defined processes, the disciplined application of sound development methodologies and the effective use of proper tools. To meet strategic business needs, IT departments must rapidly develop client/server and web-based systems that satisfy the increasing demands and complex requirements of their internal and external clients. The success of these projects depends on degree of training obtained by IT professionals in methodologies related to analysis and design, project management, process integration, configuration and quality assurance.

Following course offerings: online, semester intake, see semestered schedule, p. 60.

COMPLETION REQUIREMENTS:

Systems Analysis 1 CEOA-401	p. 77
OOAD & UML CEOA-400*	
SQL Introduction CEOA-600	p. 77
XML-Introduction CEOA-500	p. 78
Java – Introduction CEIL-816	p. 75
Java – Intermediate CEIL-823	p. 75

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/parttime

CERTIFICATE IN

TRANSLATION IN THE WORKPLACE – ENGLISH TO FRENCH – PROGRAM CODE 7158

This certificate was created for people like you who seek a broad knowledge of English to French translation. Each course will help you toward becoming a qualified professional translator and give you a better understanding of the English to French translating process. You will explore areas of study that are essential to work as a translator.

The following course offerings are online, semester intake, see semestered schedule p. 60

COMPLETION REQUIREMENTS:

Translation in the Workplace 1 CEEF-101	p. 95
Translation in the Workplace 2 CEEF-102	p. 95
Translation in the Workplace 3 CEEF-103	p. 95
Translation in the Workplace 4 CEEF-104	p. 95
Translation in the Workplace 5 CEEF-105	p. 95

CERTIFICATE IN

THANATOLOGY (DEATH STUDIES) – A PRACTICAL APPROACH – PROGRAM CODE 7982

The certificate in Thanatology aims to promote awareness and understanding of death and how it affects individuals. Courses in the program focus on grief and bereavement issues, communication strategies and religious philosophies of dying and death from the perspective of both the dying and bereaved. Graduates of this unique program will have the skills and experience to better understand, support and care for those facing or coping with death.

This program would be ideal for individuals who work with the terminally ill or their families and for those who provide support or assistance to those affected by death including police officers, teachers, paramedics, social workers and employees and volunteers in hospitals, hospices and long term care facilities. These courses would also help family, friends and caregivers of the dying or deceased cope with and manage death. Finally, as death is perhaps the one, universal certainty in life, learning more about dying and death would be a practical and useful endeavour for all.

Broad goals of the program:

- Expose students to various aspects of death and dying from the view of the dying and bereaved.
- Generate an awareness of and respect for the dying and bereaved.
- Improve communication skills for those involved with the dying and bereaved.
- Introduce students to various practical and philosophical approaches to death and dying.

The following course offerings are online, semester intake, see semestered schedule p. 60

COMPLETION REQUIREMENTS

Introduction to Thanatology CETH-101	p. 95
Religious Beliefs/traditions and Customs of Death CETH-102	p. 95
Mourning, Grief and Bereavement Reactions and Responses to Death CETH-103	p. 95
Coping With Death – Counselling/Support Groups and Alternate Therapies CETH-104	p. 95
Communication Strategies and Support of the Terminally Ill CETH-105	p. 95

Accounting & Financial Studies

For career development, our online and print-based accounting courses are offered on their own or as part of your certificate of achievement or diploma program. Please see our Accounting section in this calendar for information on Accounting programs and partnerships.

FINANCIAL ACCOUNTING 1 ACCT-112

This course introduces you to fundamental accounting principles and practices as they relate to the accounting cycle, internal control and preparations of financial statements.

Monthly Intake (see the start dates on p. 60-61) – Online or Print-based

Required course for the following outside certifications: CGA, CIB, CIM, CPA and PMAC.

\$342.95 print-based (includes materials fees – text extra)

\$395.95 online (includes materials fees – text extra)

FINANCIAL ACCOUNTING 2 ACCT-221

Topics include receivables, current and long-term liabilities, organization and operation of corporations, reporting income and retained earnings for corporations, earnings per share, and statement of cash flows.

Prerequisite: Financial Accounting 1 ACCT-112 or permission of the department.

Monthly Intake (see the start dates on p. 60-61) – Online or Print-based

Required course for the following outside certifications: CGA, CIB

Elective course for the following outside certification: CPA

\$342.95 print-based (includes materials fees – text extra)

\$395.95 online (includes materials fees – text extra)

CORPORATE FINANCE 1 ACCT-224

This is an introductory course, that examines topics related to the financial management of organizations. A major objective is to develop analytical and decision-making skills through the use of problems and cases, some of which will require the application of a spreadsheet program such as Excel or Lotus. Topics include the goals and functions of financial management, financial statement analysis, pro-forma financial statements and sources of short- and long-term funds.

Prerequisite: Financial Accounting 1 ACCT-112 and a basic knowledge of Excel or Lotus spreadsheet applications is required.

Monthly Intake (see the start dates on p. 61) – Print-based

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$342.95 print-based (includes materials fees – text extra)

\$395.95 online (includes materials fees – text extra)

MANAGEMENT ACCOUNTING 1 ACCT-222

This course helps develop an understanding and working knowledge of fundamental cost accounting theory and techniques and demonstrates their application to business management. Topics include the role of the management accountant, costing systems for service, merchandising and manufacturing businesses, job order and process costing, spoilage, master budgets, flexible budgets, responsibility accounting and variance analysis.

Prerequisite: Financial Accounting 1 ACCT-112 or permission of the department.

Monthly Intake (see the start dates on p. 61) – Print-based

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA, CIB

Elective course for the following outside certifications: CPA, PMAC

\$342.95 print-based (includes materials fees – text extra)

\$395.95 online (includes materials fees – text extra)

MANAGEMENT ACCOUNTING 2 ACCT-322

Broaden your knowledge of cost accounting as a management tool, with particular attention to contribution income statements, analysis of cost behaviour, use of relevant costs in decision-making, linear programming and regression analysis, just-in-time inventory management and transfer pricing.

Prerequisite: Management Accounting 1 ACCT-222 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

INTERMEDIATE ACCOUNTING 1 ACCT-255

This course examines advanced financial accounting topics related to the accounting environment, including accounting standards, the conceptual framework, the accounting cycle, revenue recognition, and the development of financial statements, including the balance sheet, statement of cash flows, and statements of income and retained earnings. Detailed balance sheet topics covered include cash, receivables and inventories.

Prerequisite: Financial Accounting 2 ACCT-221 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

INTERMEDIATE ACCOUNTING 2 ACCT-265

This course continues detailed coverage of balance sheet topics begun in Intermediate Accounting 1. Topics include temporary and long-term investments, acquisition, disposition, depreciation and depletion of tangible capital assets, intangible capital assets, current liabilities, and contingencies, long-term liabilities, and the preparation and analysis of the statement of cash flows.

Prerequisite: Intermediate Accounting 1 ACCT-255 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

INTERMEDIATE ACCOUNTING 3 ACCT-355

This course completes the balance sheet topics continued in Intermediate Accounting 2. It includes the shareholders equity section as well as more specialized topics, including earnings per share calculations, accounting for corporate income tax, pensions, leases, accounting changes and error analysis, and the principles of full disclosure in financial reporting.

Prerequisite: International Accounting 2 ACCT-265 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

TAXATION 1 ACCT-226

Develop your understanding of the Income Tax Act to determine tax liability as it applies to individuals.

Prerequisite: Financial Accounting 1 ACCT-112 or permission of the department.

Monthly Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CIB

\$395.95 online (includes materials fees – text extra)

TAXATION 2 ACCT-336

Focus on the computation of taxable income and income taxes payable by Canadian corporations, including preparing a Federal 12 return and supporting schedules, calculating tax installments payable, identifying filing deadlines and penalties, factors in planning owner/management remuneration, integration and identifying business decisions where implications will have a material effect.

Prerequisite: Taxation 1 ACCT-226 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

AUDITING 1 (FINANCIAL) ACCT-331

Study the principles and practices of auditing and professional accounting. Topics include audit reports, professional standards and ethics, audit evidence, evaluation of internal control and CICA handbook requirements. Also covers small business audits.

Prerequisites: Intermediate Accounting 1 ACCT-255, Accounting Information Systems ACCT-257 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

AUDITING 2 (EXTERNAL)**ACCT-332**

Based on the standards for the professional practice of internal auditing – topics include the selection of audits, internal control review, internal audit reports and internal audit methodology.

Prerequisites: Intermediate Accounting 1 ACCT-255, Accounting Information Systems ACCT-257 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

QUANTITATIVE METHODS 1**BUSN-225**

This course covers a broad-range of statistical techniques. Learn to apply statistical concepts and techniques to business problems.

Prerequisites: Mathematics of Finance MATH-106 or equivalent

Monthly Intake (see the start dates on p. 61) – Print-Based

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$330.95 print-based (includes materials fees – text extra)

\$395.95 online (includes materials fees – text extra)

QUANTITATIVE METHODS 2**BUSN-325**

The first part of this course reviews the contents of Quantitative Methods 1 BUSN-225, covering each topic in greater detail and supporting all calculations with Microsoft Excel. Topics covered in this first part include: probability, sampling distributions, statistical estimation, hypothesis testing and time series. The second part of the course introduces regression and correlation, multiple regression, index numbers, statistical decision theory, the application of sampling/risk analysis and linear programming. Microsoft Excel will also be used to illustrate topics in the second part of the course. The CGA Association recognizes that students who complete both Quantitative Methods 1 BUSN-225 and Quantitative Methods 2 BUSN-325 with a satisfactory average receive credit for CGA Quantitative Methods 1.

Prerequisite: Quantitative Methods 1 BUSN-225 and Intermediate Microcomputer Applications Software COMP-121 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CGA

\$395.95 online (includes materials fees – text extra)

INTRODUCTION TO FORENSIC ACCOUNTING**ACCT-361**

This course will provide you with a basic understanding of the field of forensic accounting. It is designed to make you more aware and knowledgeable in the detection and prevention of white-collar crimes. Although the course is based mainly on theory and case analysis, it does delve into financial statement analysis and other tools designed to detect fraud along with various preventative measures to be considered when designing systems to prevent the occurrence of fraud and other abuses.

Prerequisites: Financial Accounting 2 ACCT-221, Management Accounting 2 ACCT 322

Semester Intake (see the start dates on p. 60) – Online

\$306.29 (includes materials fee – text extra) 42 hrs.

Human Resources**HUMAN RESOURCE MANAGEMENT****HRMT-301**

This course provides you with an introduction to the functional areas of human resource management. Upon completion of the course you will be able to develop and apply appropriate HRM strategies to address a variety of organizational issues.

Monthly Intake (see the start dates on p. 61) – Print-Based

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: HRPAAO

Elective course for the following outside certifications: PMAC

\$346.95 print-based (includes materials fees – text extra)

\$407.95 online (includes materials fees – text extra)

RECRUITMENT AND SELECTION**HRMT-302**

Examine the different means of recruiting applicants, the screening techniques available, and how to ensure when the accumulated information concerning a candidate is critically assessed in making the selection decision. Extensive role-playing allows you to develop effective interviewing techniques.

Prerequisite: Human Resources Management HRMT-301 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: HRPAAO

\$407.95 online (includes materials fees – text extra)

FINANCE & ACCOUNTING FOR HUMAN RESOURCE MANAGEMENT 1**HRMT-304**

Many decisions faced by HR managers have an accounting or financial aspect. For example, an HR manager must be able to prepare an operating budget for his/her area of responsibility. This requires a detailed knowledge of budgeting procedures. This course introduces students to financial reports/ statements, budgets and the budgetary process. (This is Part 1 of HRPAAO's managerial accounting course.)

Prerequisite: Financial Accounting 1 ACCT-112 or Accounting and Finance Concepts ACCT-123 or permission of the department. (Students registered in Program 7200 – no prerequisite is required to enroll in this course.)

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: Canadian Institute of Management, HRPAAO, The Canadian Payroll Association

\$337.40 online (includes materials fees – text extra)

EMPLOYMENT LAW**HRMT-306**

Develop a working knowledge of the main features of Ontario legislation governing the employment contract, employment standards, human rights, employment equity, workers compensation and labour relations.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

\$407.95 online (includes materials fees – text extra)

HUMAN RESOURCE PLANNING**HRMT-307**

Gain an understanding of the essential elements of human resource planning in organizations. Topics include forecasting techniques, analyzing and projecting human resource requirements, employee data systems, writing job descriptions and other activities necessary to implement effective human resource planning.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Required course for the following outside certifications: HRPAAO

Semester Intake (see the start dates on p. 60) – Online

\$407.95 online (includes materials fees – text extra)

LABOUR RELATIONS**HRMT-308**

Learn labour relations concepts, employer approaches to unions and labour relations, how unions are organized and bargaining relationships are established, how contracts are negotiated, and the mechanisms that exist to resolve both interest and rights disputes. Identify and discuss emerging issues in Canadian labour relations.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Monthly Intake (see the start dates on p. 60) – Online

\$407.95 online (includes materials fees – text extra)

OCCUPATIONAL HEALTH AND SAFETY**HRMT-310**

Explore the technical, legislative, political and personal dimensions of occupational health and safety. You will develop a working knowledge of the main features of the Occupational Health and Safety Act. Receive Workplace Hazardous Materials Information Systems (WHMIS) training.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Monthly Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: HRPAO

\$407.95 online (includes materials fees – text extra)

COMPENSATION AND BENEFITS**HRMT-311**

This course provides you with an understanding of the process, issues and techniques involved in developing and administering a compensation system.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Monthly Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: HRPAO, CPA

\$407.95 online (includes materials fees – text extra)

EMPLOYEE TRAINING & DEVELOPMENT**HRMT-312**

Gain an overview of the Human Resource Development (HRD) function. Learn concepts and practices, including the organizational settings of HRD, needs assessment, training administration, evaluation practices and instructional techniques.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: HRPAO

\$407.95 online (includes materials fees – text extra)

DISPUTE RESOLUTION**HRMT-316**

Examine the major methods currently used by organizations for resolving disputes. Understand alternative dispute resolution (ADR) in its historical, social and legal context. Various ADR techniques will be examined and compared. 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.

Prerequisite: Human Resource Management HRMT-301 or permission of the department.

Semester Intake (see the start dates on p. 60) – Online

\$407.95 online (includes materials fees – text extra)

PAYROLL COMPLIANCE LEGISLATION – CPA**CPAC-101**

Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the knowledge of payroll-related legislation affecting organizations, as well as the tools to find information and apply that information to different scenarios in relation to individual pay.

Prerequisite: CPA membership

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CPA

\$504 online (includes materials fees – text extra)

PAYROLL FUNDAMENTALS 1 – CPA**CPAC-102**

Students who complete this course will be able to apply payroll legislation and calculate individual pay. This includes all components of individual pay from remuneration, through deductions, to net pay for regular and non-regular situations. Students will be able to have the content and skills necessary to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition, students will be able to accurately complete Records of Employment (ROE).

Prerequisite: Payroll Compliance Legislation CPAC-101 and CPA membership.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CPA

\$504 online (includes materials fees – text extra)

PAYROLL FUNDAMENTALS 2 – CPA**CPAC-103**

Students who complete this course will be able to calculate and report government and third party remittances, year end requirements and accounting for payroll at the compliance level of the organization. Students will be able to effectively communicate these organizational processes and requirements to internal and external stakeholders.

Prerequisite: Payroll Fundamentals 1 – CPA CPAC-102, ACCT-112 and CPA membership.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CPA

\$504 online (includes materials fees – text extra)

PAYROLL ADMINISTRATION**CEHR-942**

Cover many topics including how to maintain payroll records for different classes of employees, identifying taxable benefits, preparing payroll journal entries and records of employment, administering worker's compensation and ensuring compliance with employment standards and pay equity legislation.

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CIB

\$321.29 online (includes materials fees – text extra)

Management/Marketing/Legal**ORGANIZATIONAL BEHAVIOUR****BUSN-221**

Most people today find themselves working, playing and living in a group environment. This theoretical overview offers people from all walks of life the opportunity to better understand their own organizational world.

Monthly Intake (see the start dates on p. 61) – Print-Based

Semester Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: CIM, HRPAO, CPA.

Elective course for the following outside certifications: PMAC

\$266.40 print-based (includes materials fees – text extra)

\$332.40 online (includes materials fees – text extra)

BUSINESS COMMUNICATIONS**BUSN-333**

This course is intended to provide a solid grounding in important business presentations. Learn to demonstrate excellent business communication skills, letter and memo writing, business reports as well as developing confident oral presentations, effective interview skills and the ability to use up-to-date software for producing an effective presentation.

Monthly Intake (see the start dates on p. 61) – Print-Based (CEBS-908)

Semester Intake (see the start dates on p. 60) – Online

\$266.40 print-based (includes materials fees – text extra)

\$332.40 online (includes materials fees – text extra)

MANAGEMENT PRINCIPLES**MGMT-222**

Apply management principles to the decision-making process. Assess strategic plans, design organizational structures and examine management control systems within the framework of the internal and external environments.

Prerequisite: Organizational Behaviour BUSN-221 or permission of the department.

Monthly Intake (see the start dates on p. 61) – Print-Based

Monthly Intake (see the start dates on p. 60) – Online

Required course for the following outside certifications: PMAC

\$346.95 print-based (includes materials fees – text extra)

\$407.95 online (includes materials fees – text extra)

PRINCIPLES OF MACRO ECONOMICS**ECON-103**

Acquaint yourself with an area of economics that focuses on the analysis of broad trends in a country's economy.

Monthly Intake (see the start dates on p. 61) – Print-Based

Monthly Intake (see the start dates on p. 60) – Online

\$266.40 print-based (includes materials fees – text extra)

\$332.40 online (includes materials fees – text extra)

PRINCIPLES OF MICRO ECONOMICS**ECON-104**

Acquaint yourself with the individual parts of the economy with emphasis given to the market process and how it works.

Monthly Intake (see the start dates on p. 61) – Print-Based

Monthly Intake (see the start dates on p. 60) – Online

\$266.40 print-based (includes materials fees – text extra)

\$332.40 online (includes materials fees – text extra)

INTERNATIONAL ECONOMICS

Learn the advantages of trade, the process of adjustment to trade imbalance, the case for and against protective tariffs and other trade barriers, the new pattern of trade blocs developing around the world, and the effect of international trade on the national economy.

Prerequisites: Principles of Macro Economics ECON-103 or Principles of Micro Economics ECON-104

Monthly Intake (see the start dates on p. 61) – Print-Based
\$266.40 print-based (includes materials fees – text extra)

INTERNATIONAL BUSINESS CONCEPTS

This course gives a broad overview of international trade, the macro-environment within which international business takes place, and the major strategic decisions facing international business managers. Examine issues from the perspective of a Canadian business person seeking international opportunities. This is the foundation course that opens the door to other areas of interest in the international field of studies.

Monthly Intake (see the start dates on p. 61) – Print-Based
\$266.40 print-based monthly intake (includes materials fee – text extra)

BUSINESS LAW

This introductory course will acquaint you with the Canadian legal system and the different types of business organizations. Topics include the Canadian Charter of Rights and Freedoms, torts, contracts and consumer protection legislation. This course is recognized by the Certified General Accountant's Association.

Monthly Intake (see the start dates on p. 61) – Print-Based
Monthly Intake (see the start dates on p. 60) – Online
\$346.95 print-based (includes materials fee – text extra)
\$395.95 online (includes materials fee – text extra)

FAMILY LAW

Explore the legal rights and responsibilities that family members have to each other. Discuss the issues and procedures regarding separation, determination of conditions of support, equalization of property, divorce and custody, domestic contracts and changes of name.

Semester Intake (see the start dates on p. 60) – Online
\$326.29 Online (includes materials fee – text extra)

PRINCIPLES OF MARKETING

Learn how marketing-oriented organizations use their resources to take advantage of changes in the environment and marketplace. Emphasis is on developing a marketing program (price, product, promotion and place) to satisfy present and potential customers. This course is a cornerstone course, that introduces students to the study of marketing and acts as a prerequisite for many of the other marketing-related courses.

Monthly Intake (see the start dates on p. 61) – Print-Based
Semester Intake (see the start dates on p. 60) – Online
Required course for the following outside certifications: PMAC
\$346.95 print-based (includes materials fee – text extra)
\$395.95 online (includes materials fee – text extra)

MARKETING RESEARCH

Students will research and interpret the findings that are used to solve marketing problems using different research techniques. You will review sampling, survey design, tabulation and research reports.

Prerequisite: Principles of Marketing MKTG-116 or permission of the department.
Monthly Intake (see the start dates on p. 61) – Print-Based
Semester Intake (see the start dates on p. 60) – Online
\$346.95 print-based (includes materials fee – text extra)
\$395.95 online (includes materials fee – text extra)

MARKETING COMMUNICATIONS

Examine the use and applications of advertising in modern businesses. Marketing/advertising strategy management is stressed – the functional interrelationships of advertisers, advertising agencies, media and service operations, as well as approaches, policies and broad procedures used are discussed. Cases, supplementary readings, and a major project are featured.

Prerequisite: Principles of Marketing MKTG-116 or permission of the department.
Monthly Intake (see the start dates on p. 61) – Print-Based
\$346.95 print-based (includes materials fee – text extra)

ECON-201**INTL-220****BUSN-331****CELC-914****MKTG-116****MKTG-224****MKTG-331****INTERCULTURAL COMMUNICATION**

Students will learn the definition of culture and are introduced to inter-cultural communication theories (differences in gestures, personal spaces and customs). By identifying intercultural issues in North American society, you will learn how to apply these theories in your daily life and how to respect and understand each other. The main objective of this course is that students will feel comfortable in communicating with people from different origins electronically. This course will be of interest to workers in health, education, human service and business.

Semester Intake (see the start dates on p. 60) – Online
\$343.51 (includes materials fee – text extra) 48 hrs.

ORGANIZATIONAL CHANGE AND DEVELOPMENT

This course is designed to provide both an overview and in-depth analysis of the problems organizations face in coping with a constantly changing environment. One of the main objectives is to develop an understanding of the processes of change and implications this change can have on the attitudes and behaviours of individual involved. Major emphasis is placed on the various intervention techniques used by organizations to adapt to environmental and internal changes.

Semester Intake (see the start dates on p. 60) – Online
\$391.47 (includes materials fee – text extra) 56 hrs.

ENTREPRENEURSHIP

This course covers a wide range of topics that a student should be aware of if he/she were to start and operate a small business. Such topics include entrepreneurial spirit, a strategic approach to starting a business, source of funding, basic financial management, management issues, government issues and other selected issues of interest to the entrepreneur. The purpose of this course is to foster a great appreciation of the special problems and opportunities inherent in starting your own business. It is currently estimated that 75% of all graduates will at one time in their career, start or work for a small business. Small business is expected to account for the majority of economic growth in the Canadian economy of the 21st century.

Semester Intake (see the start dates on p. 60) – Online
\$306.29 (includes materials fee – text extra) 42 hrs.

Computer Courses

Centennial College Certification Training Centre (CTC)

The Centennial College Certification Training Centre (CTC) provides quality, instructor-led courses for many industry-recognized certifications. We continually enhance our offerings and attempt to provide flexible training schedules whenever possible. In order to provide additional service to the IT community, Centennial College has become a VUE Testing Centre. It is now possible to write most industry-recognized certifications at our Progress Campus.

For information about the VUE Test Centre, courses and certifications not listed here, or to inquire about the availability of courses at alternate times, contact the CTC, at 416-289-5000, ext. 8214.

DATABASE FUNDAMENTALS

Computer Software: Windows XP Professional, Windows 2000 Workstation or Windows 2003, High Speed Internet connection recommended.

Prerequisites: Working knowledge of DOS, running program from the command line, copy/-deleting files, ability to use the DOS prompt, ability to download, install/configure free software from the internet, working knowledge of Windows Control Panel, Administrative Tools.

Monthly Intake (see the start dates on p. 60) – Online
\$331.51 (includes materials fee – text extra) 48 hrs.

COMPUTER KEYBOARDING

Windows 95 or greater. Keyboarding Software will be included with the textbook. This MUST be installed on the student's computer to be able to complete the course.

Semester Intake (see the start dates on p. 60) – Online
\$306.29 (includes materials fee – text extra) 42 hrs.

CEIL-862**CEIL-863****CEIL-896****CEIL-866****CEOA-232**

DESKTOP PUBLISHING FOR BUSINESS USING WORD CEIL-845

Text assumes full installation of Microsoft Office XP Professional version (available at an academic price to students). Microsoft Word 2000 or Office 2000 only is acceptable but student should purchase the alternate text. If only Word 2000 is used, some fonts and clipart will be missing but substitutions can be made easily.

Semester Intake (see the start dates on p. 60) – Online
\$417.43 (includes materials fee – text extra) 64 hrs.

EXCEL – FORMULAS CEIL-848

Prerequisites: Successfully completion of the Excel Core and Excel Expert level courses

Semester Intake (see the start dates on p. 60) – Online

Required Software: Excel 2000 or higher

\$234.85 (includes materials fee – text extra) 30 hrs.

INTRODUCTION TO HTML PROGRAMMING CEIL-820

Learn how to create pages in Hypertext Markup Language, the language of the Internet. This course covers how to create, edit and link documents, how to control your text layout using lists, line breaks and tables, and how to add graphics and multimedia to your web document. You will also learn how to use forms to collect and control user input, and how to create tables and frames. This course will also cover designing effective web pages, graphic design principles and cross-platform issues, as well as scripting for HTML

Monthly Intake (see the start dates on p. 60) – Online

Required Software: Basic text editor and web browser that supports frames and HTML 4 or higher.

\$288.55 (includes materials fee – text extra) 40 hrs.

INTERMEDIATE HTML PROGRAMMING CEIL-821

Applying your knowledge of HTML and web page designs, this course covers Dynamic HTML. Topics covered include: Cascading Style Sheets; controlling content dynamically; positioning with DHTML, implementing advanced DHTML features; and structuring data with XML

Prerequisite: Introduction to HTML Programming CEIL-820

Monthly Intake (see the start dates on p. 60) – Online

Required Software: Basic text editor

\$288.55 (includes materials fee – text extra) 40 hrs.

JAVA – INTRODUCTION CEIL-816

This course will teach you the basics of the Java programming language and how this can be applied in today's highly competitive market. You will learn how to create applets and applications. It covers fundamentals of Object Oriented Programming, data types, looping and control structures, as well as strings, arrays and applets. Previous programming experience would be an asset

Prerequisite: Students will be expected to download and install programs as well as upload zipped/compressed files; therefore, some experience with these types of tasks is necessary.

Most students use Windows OS but Java can be installed on Apple OS as well. Previous experience in any programming language would be an asset.

Monthly Intake (see the start dates on p. 60) – Online

Required software: JAVA SDK, JAVA IDE – both can be downloaded free from the Internet

\$288.55 (includes materials fee – text extra) 40 hrs.

JAVA – INTERMEDIATE CEIL-823

This course will migrate the skills you have in developing Java applications to developing Java applets and more robust Java applications. You will learn to use Java's graphics classes. You will learn some of more advanced Java topics, such as how to utilize inheritance and the Abstract Windows Toolkit (AWT). Layout managers and Java's event model will also be covered. Software: Java editor or development software – JGrasp and the JDK – are supplied with the textbook.

Prerequisite: JAVA Introduction, CEIL-816

Monthly Intake (see the start dates on p. 60) – Online

Required software: JAVA SDK, JAVA IDE – both can be downloaded free from the Internet

\$288.55 (includes materials fee – text extra) 40 hrs.

JAVA – ADVANCED CEIL-916

This course deals with advanced programming concepts using Java. We will learn how to build Java programs that can access and manipulate data from database tables. We will further look at how to access database via Java servlets on the Internet. With the popularity of object-oriented programming and database systems growing, and increasing demand for e-commerce applications, these are important skills to learn. Minimum Pass: 60%

Prerequisite: Java intermediate

Semester Intake (see the start dates on p. 60) – Online

\$306.29 (includes materials fee – text extra) 40 hrs.

UNIFIED MODELLING LANGUAGE (UML) MODELLING WITH CASETOOL CE0A-400

This course will cover concepts of object-oriented analysis and design techniques, unified process (an iterative methodology), and unified modeling language (UML). Using a case-centered, scenario-based approach, the learner will be able to apply object-oriented concepts and modeling techniques to simulate real-life situations. Students will use a uml-based software tool for modeling the software development process, and will experience the transition from uml diagrams to program code. Topics to be discussed will include CRC technique, software developed methodologies, requirements gathering and analysis, system architecture and design, implementation, testing and deployment.

Minimum Pass: 60%

Prerequisites: Java or C# Programming or equivalent programming experience.

Semester Intake (see the start dates on p. 60) – Online

\$310.29 (includes materials fee – text extra) 40 hrs.

MS FRONTPAGE – INTRODUCTION CEIL-834

This course focuses on the aspects of web page design using MS FrontPage. You are introduced to FrontPage Explorer, FrontPage Editor, graphic manipulation and learn to apply these to fundamental design concepts.

Prerequisites: Familiarity with Windows and Internet exposure

Semester Intake (see the start dates on p. 60) – Online

Required Software: MS FrontPage 2000 or higher

\$261.85 (includes materials fee – text extra) 30 hrs.

MS FRONTPAGE – ADVANCED CEIL-854

A continuation of the introductory course, participants are taught more advanced functions of the software through application on their own web pages.

Semester Intake (see the start dates on p. 60) – Online

Required Software: FrontPage 2002 or greater

\$261.85 (includes materials fee – text extra) 30 hrs.

PHOTOSHOP 1 CEIL-835

Using Photoshop, students will be introduced to the tools and commands of this extremely popular digital imaging program. These will include the input of photographic images, selection of specific picture areas for adjustment, use of special tools to control such functions as colorizing, blurring, distorting, adding text, combining images, and the basic process of preparing the file for outputting to hardcopy.

Semester Intake (see the start dates on p. 60) – Online

Required: Software version 7 or CS or CS2.

\$299.29 (includes materials fee – text extra) 42 hrs.

PHOTOSHOP 2 CEIL-926

Further introduction to some of the more advanced concepts of Photoshop. Topics include: preparing images for print, quick mask, blending images together, preparing images for web use, colour mapping and using alpha channels.

Semester Intake (see the start dates on p. 60) – Online

Recommended: Completion of Photoshop 1 CEIL-835

\$299.29 (includes materials fee – text extra) 42 hrs.

PUBLISHER CEIL-844

Learn to design professional looking publications, create your own newsletters, brochures, signs, logos and customized letterhead

Semester Intake (see the start dates on p. 60) – Online

Required Software: Publisher 2002 or Publisher 2003

\$234.85 (includes materials fee – text extra) 30 hrs.

QUICKBOOKS INTRODUCTION

QuickBooks is designed for the small to mid-sized business owner. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Prerequisite: Basic Computer knowledge

Semester Intake (see the start dates on p. 60) – Online

Required Software: QuickBooks 2006 Pro

\$234.85 (includes materials fee – text extra) 30 hrs.

QUICKBOOKS ADVANCED

This course will build on the learning from the Introduction course and will include the following topics: purchasing, inventory management, units of measure, estimates and progress billing, job costing, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing).

Prerequisite: QuickBooks Introduction CEIL-853

Semester Intake (see the start dates on p. 60) – Online

Required Software: QuickBooks 2006 Pro

\$234.85 (includes materials fee – text extra) 30 hrs.

SIMPLY ACCOUNTING

This course provides the training required to get the most out of AccPac's Simply Accounting. This software is renowned as the ideal Accounting application for the small to mid-sized business, as well as those looking to keep track of personal finances. This "intro" course provides all the information required to get your finances from a paper-based operation into digital form on your computer. Each student will build a set of books for a small business which will include concentrating on the setting up of 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.

Prerequisite: Knowledge of accounting principles and basic computer knowledge

Semester Intake (see the start dates on p. 60) – Online

Required Software: Simply Accounting, current version. Each student must have access to his or her own copy of the software

\$234.85 (includes materials fee – text extra) 30 hrs.

VISUAL BASIC – INTRODUCTION

This is an introductory course in the programming language, Visual Basic.NET. Students will be introduced to the fundamentals of programming in a Windows environment. Topics include programming development with Events and Objects for Windows XP or NT4.1, User Interface Manipulation, programming mathematical calculations, and designing and building Window applications.

Prerequisite: Basic Windows and familiarity with Basic programming language such as Cobol or Programming in C

Monthly Intake (see the start dates on p. 60) – Online

Required Software: Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition. Textbook comes with a sample copy of the Express Edition of the software which can be used for the first four assignments.

\$288.55 (includes materials fee – text extra) 40 hrs.

VISUAL BASIC – INTERMEDIATE

This course picks up where the Introductory course left off. It covers more advanced flow-control statements, file i/o, error trapping, database access and arrays, as well as more complex GUI controls such as menus and dialog boxes.

Prerequisite: Visual Basic 2005 Introduction CEIL-850

Semester Intake (see the start dates on p. 60) – Online

Required Software: Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition.

\$288.55 (includes materials fee – text extra) 40 hrs.

CEIL-853**CEIL-927****CEIL-855****CEIL-850****CEIL-849****VISUAL C++ – INTRODUCTION**

This course covers the fundamentals of the Visual C++ 2003.NET software. The student will learn to develop applications and the development tools of Visual C++ (MFC) as an object-oriented language that represents the attributes and operations of objects.

Prerequisites: Basic Windows and familiar with Basic programming language such as Cobol or Programming in C

Semester Intake (see the start dates on p. 60) – Online

Required Software: Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition. Textbook comes with a sample copy of the Express Edition of the software which can be used for the first four assignments.

\$288.55 (includes materials fee – text extra) 40 hrs.

CEIL-851**WINDOWS VISTA PROFESSIONAL**

This course will prepare students to write the Microsoft Exam: 70-620 TS:

Microsoft Windows Vista, Configuring.

Semester Intake (see the start dates on p. 60) – Online

\$359 (includes materials fee – text extra) 42 hrs.

CEIL-858**VISUAL C++ – INTERMEDIATE**

Building on the fundamentals acquired in the introductory course you will fine tune your craft producing practical applications and utilizing the many controls shipped with the Visual C++ .NET product. You will be developing in MS latest .NET version.

Prerequisites: Visual Basic Introduction CEIL-851

Semester Intake (see the start dates on p. 60) – Online

Required Software: Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition.

\$315.40 (includes materials fee – text extra) 45 hrs.

CEIL-852**INTRODUCTION TO C# PROGRAMMING**

This course introduces fundamentals of C# programming language. You will explore object-oriented programming (OOP) concepts including data abstraction, inheritance and polymorphism. Using .NET and C#, you will learn to design, code and document business-oriented programs.

Prerequisites: Knowledge of any programming language

Semester Intake (see the start dates on p. 60) – Online

Required Software: Windows 2000 PRO, Windows XP PRO or better; Visual Studio .NET 2003 Professional Edition

\$355 (includes materials fee – text extra) 42 hrs.

CEIL-864

WEB APPLICATION DEVELOPMENT WITH ASP.NET AND C# CEIL-865

Building on fundamentals of C# programming, this course introduces you to web application development and database connectivity. Coursework emphasizes how to create the basic, dynamic, and advanced ASP.NET pages in Microsoft's new C# programming language, and how to interact with the database using ADO.NET

Prerequisites: Introduction to C# Programming CEIL-864

Semester Intake (see the start dates on p. 60) – Online

Required Software: Windows 2000 PRO, Windows XP PRO or better; Visual Studio .NET 2003 Professional Edition

\$355 (includes materials fee – text extra) 42 hrs.

DREAMWEAVER (WEBPAGE AUTHORIZING) CEIL-920

This course will provide an introduction to DreamWeaver including: understanding and customizing the DW working environment, creating sites and documents, linking and navigation, site management, typography, images, tables, using layers, using frames, and creating forms. Advanced topics will include CSS (cascading style sheets), rollovers and behaviours. Knowledge of HTML is recommended.

Prerequisites: HTML would be helpful, familiarity with Windows

Semester Intake (see the start dates on p. 60) – Online

Required Software: DreamWeaver Mx or Greater

\$261.85 (includes materials fee – text extra) 30 hrs.

DREAMWEAVER ADVANCED CEIL-921

A continuation from the introduction course, curriculum is designed for the serious or professional web page designer. Concepts explored include search engine placement; working with templates; JavaScript and behaviours; Custom Cascading Styles; three part rollovers; using library items; extending DreamWeaver and much more.

Prerequisites: DreamWeaver CEIL-920

Semester Intake (see the start dates on p. 60) – Online

Required Software: DreamWeaver MX or greater

\$261.85 (includes materials fee – text extra) 30 hrs.

ERP AND BUSINESS SOLUTIONS CEOA-253

The course is conceptual and case-based and will adopt a systems analysis approach to the implementation of ERP systems. ERP is an inter/intra organization-wide management system that helps companies automate their processes, integrate various functions, enable optimum planning and utilization of resources and improve process efficiency. The ultimate goal is to increase profitability and reduce costs of operation. The various traditional applications (legacy-based) used by these organizations served as information islands and did not facilitate exchange of data between departments. ERP solved this problem by facilitating integration of various functions. However, the implementation of an ERP system needs highly trained Business and IT professionals – it is a huge investment for any company, and if the application is not suitable for the organization, it can do more harm than good. An ERP solution is effective only when it integrates all the components. By adopting both data and process views, the organization can develop an architecture supporting all the functional modules required in an ERP package. The architecture helps the management evaluate different packages available in the market and select the one that suits the organization.

Prerequisites: UML Modeling with Casetool CEOA-400, plus any programming course/database course, and Introduction to Business GNED-119.

Semester Intake (see the start dates on p. 60) – Online

Required Software: see online course listing for current information.

\$326.40 (includes materials fee – text extra) 45 hrs.

FLASH – INTRODUCTION CEIL-922

This introductory course will cover the following objectives: Flash vs. Shockwave, interface basics, drawing and painting, working with objects, using type, importing artwork, working with layers, working with symbols and instances, creating animation, adding interactivity, working with sound, publishing and exporting to HTML and self-contained movies.

Prerequisites: Knowledge of HTML would be helpful

Semester Intake (see the start dates on p. 60) – Online

Required Software: Macromedia Flash Mx or greater (MAC or PC)

\$261.85 (includes materials fee – text extra) 30 hrs.

FLASH – INTERMEDIATE CEIL-923

As a continuation of the Introductory course, the advanced progress bar load loop is presented along with "best" practices for graphic import to maintain small output size. Advanced action scripting and the debugging window will be explored, XML data will be utilized in the presentation of a scrolling data feed window.

Prerequisite: Flash Introduction CEIL-922

Semester Intake (see the start dates on p. 60) – Online

Required Software: Macromedia Flash Mx or greater (MAC or PC)

\$261.85 (includes materials fee – text extra) 30 hrs.

MS OFFICE 2003 CEIL-924

Participants will learn the diverse applications available within the Microsoft Office Professional suite of programs. The Professional suite includes Word, Excel, PowerPoint and Access. Learn the basics of each package and how they interact.

Semester Intake (see the start dates on p. 60) – Online

\$246.85 (includes materials fee – text extra) 30 hrs.

MS OFFICE – PROFESSIONAL: XP CEIL-925

Participants will learn the diverse applications available within the Microsoft Office Professional suite of programs. The Professional suite includes Word, Excel, PowerPoint and Access. Learn the basics of each package and how they interact.

Prerequisite: This course requires a familiarity with the Windows operating system

Semester Intake (see the start dates on p. 60) – Online

\$246.85 (includes materials fee – text extra) 30 hrs.

MICROSOFT OFFICE INTEGRATION CEIL-988

Using Microsoft Office Integration you will learn to integrate Office 97, 2000 or XP applications. You will create custom environments to suit your needs. Topics include using Word's mail merge feature with Excel and Access data files, using OLE: between multiple applications; using cross-references, bookmarks and hyperlinks to navigate through documents; and using Microsoft Binder and Office online.

Semester Intake (see the start dates on p. 60) – Online

\$284 (includes materials fee – text extra) 30 hrs.

SYSTEMS ANALYSIS 1 CEOA-401

All businesses and organizations develop information systems. You will learn about the relationships between systems analysts, end users, managers, and other information systems professionals. Specifically, you will learn to examine information systems in terms of common building blocks, knowledge, processes, and communications, each from the perspective of different participants or stakeholders. You will be introduced to process and project management techniques, such as using data flow diagrams, Gantt and PERT charts. You will also learn about the systems development life cycle, feasibility analysis and the system proposal, requirements discovery, data modeling and an introduction to object-oriented analysis and modeling with UML.

Prerequisite: Completion of an introductory programming course (or equivalent). Experience using MS Office software (or similar software). Knowledge of relational databases is an asset.

Semester Intake (see the start dates on p. 60) – Online

Software required: Trial version software will be downloaded from the Internet Edge Diagrammer (or similar), MS Project 2003 (on CD with textbook).

\$306.29 (includes material fee – text extra) 42 hrs.

SQL INTRODUCTION CEOA-600

The main objective of this course is to provide hands-on practice to make the students proficient, knowledgeable users of the major features of SQL. It introduces the students to Client-Server technology, and explores the concepts of relational databases and the powerful SQL needed to prepare the students to apply SQL in many practical applications. This course also compares Oracle's SQL syntax to other databases (MS SQL Server and MySQL) to be easily adoptable to any application development. This course prepares students for the first exam in both the Oracle Database Administrator (DBA) and Oracle Forms Developer certification tracks and offers them a solid understanding of Oracle 10g and how to use it effectively.

Prerequisite: Access Introduction

Semester Intake (see the start dates on p. 60) – Online

Software required: Oracle 10g or MySQL – both are free downloads from the Internet

\$385.47 (includes material fee – text extra) 56 hrs.

XML – INTRODUCTION**CEOA-500**

This course introduces the student to XML, the latest buzzword on the Internet. It is becoming more and more widely used in web-based applications. It allows the student to apply the different technologies surrounding XML (Data binding, Cascading Style Sheets – CSS, extensible Style Sheet – SXL, Document Type Definition – DTD, Schema, Open Database Connectivity – ODBC, etc.) to develop web pages based on XML for any e-commerce application. Most emphasis will be on creating XML documents needed for many different applications.

Prerequisite: HTML Introduction and knowledge of Microsoft Office (Word and Access). Previous Programming Experience is an added advantage

Semester Intake (see the start dates on p. 60) – Online

Software required: Internet Explorer 5 or above; XML editor (EditPlus, EditMLPro or XMLSpy); Microsoft Access

\$385.47 (includes material fee – text extra) 56 hrs.

PROJECT MANAGEMENT PROFESSIONAL EXAM PREP**CEOA-300**

This course focuses on the nine knowledge areas within the Project Management Body Of Knowledge (PMBOK) and will assist you in preparation for the Project Management Institute's (PMI) Project Management Professional (PMP) exam. This comprehensive learning experience has been developed by a team of practicing PMPs. Topics include Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resources Management, Project Communications Management, Project Risk Management and Project Procurement Management. Participants can collaborate in a virtual classroom 24 hours a day, 7 days a week, and will have access to a seasoned PMI certified instructor. Registration for this online course includes access to valuable content, 90 days access a fully functional and customizable practice exam, and tips and tricks to aid you in writing the PMP exam.

Mandatory Chat sessions

Monthly Intake - Online See monthly intake schedule p. 60

\$635 (includes material fee – text extra) 30 hrs.

MICROSOFT WORD**CEMS-981**

Learn to use MS Word, a terrific word processing package that has the convenience of pull-down menus. Learn to create, edit, format and print documents. Use paragraph, page and character formatting commands. Create multiple page documents with tables, and desktop publishing with MS-Word.

Prerequisite: Familiarity with Windows

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course – MS Word 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT WORD – ADVANCED**CEMS-982**

Learn the advanced features of Word to produce professionally customized documentation. Macros and advantages of the Wizards and templates supported within Word will be covered in depth. (Formerly CEIL-843)

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course - MS Word 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT EXCEL**CEMS-983**

Learn to use Microsoft Excel - a powerful spreadsheet program which allows you to manipulate and query your data to customize your reports. Creating, editing and printing as well as charting will be covered. (Formerly CEIL-839)

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course - MS Excel 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT EXCEL – ADVANCED**CEMS-984**

Learn the advanced features of Excel to produce professional customized workbooks and management concepts. Macros and the advantages of the Wizards supported within Excel will be covered in depth. (Formerly CEIL-846)

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course - MS Excel 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT ACCESS**CEMS-985**

Learn to use Microsoft Access – a powerful database package. This program allows you to manipulate and query your data to customize the reports that you need. Creating, editing and printing as well as querying and linking of databases will be covered.

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course - MS Access 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT POWERPOINT – COMPREHENSIVE**CEMS-986**

Learn to use Microsoft PowerPoint – the powerful presentation package. This course will teach the skill set required to enable the student to write the Microsoft PowerPoint Comprehensive certification exam.

Monthly Intake - Online See monthly intake schedule p. 60

\$299 online (includes OL admin. fee – text extra) (30 hrs)

MICROSOFT ACCESS – ADVANCED**CEMS-987**

Using a preset table of information, the instructor will guide you in training yourself to use Access to produce professional customized database systems and management concepts. Macros and the advantages of the Wizards supported by Access will be covered in depth.

Monthly Intake - Online See monthly intake schedule p. 60

Software Requirement: Online course - MS Access 2002 or higher

\$299 online (includes OL admin. fee – text extra) (30 hrs)

ACCPAC FOR WINDOWS – GENERAL LEDGER**CEMC-961**

ACCPAC Plus is a popular microcomputer accounting package widely used in business. Set up and maintain a general ledger, enter transactions and produce custom financial statements.

Semestered Intake - Online see semestered schedule p. 60

Prerequisite: Experience with Windows 98 or higher; familiarity with basic accounting concepts. Student must have software.

\$235 (text extra)

ACCPAC FOR WINDOWS – ACCOUNTS RECEIVABLE**CEMC-962**

Learn how to convert a manual accounts receivable system to ACCPAC for Windows. Topics include entering invoices and adjustments, updating customer accounts, performing month-end/year-end procedures, and printing custom statements.

Semestered Intake - Online see semestered schedule p. 60.

Prerequisite: ACCPAC for Windows – General Ledger CEMC-961 or equivalent. Student must have software.

\$239 (online cost includes OL admin. fee - text extra)

ACCPAC FOR WINDOWS – ACCOUNTS PAYABLE**CEMC-963**

Learn how to convert manual accounts payable systems to ACCPAC for Windows' Accounts Payable system. Topics include - entering invoices and adjustments, updating vendor accounts, printing custom cheques, remittance advices and vendor statements, as well as performing month-end/year-end procedures.

Semestered Intake - Online see semestered schedule p. 60

Prerequisite: ACCPAC for Windows – General Ledger CEMC-961 or equivalent. Student must have software.

\$239 (online cost includes OL admin. fee - text extra)

NETWORK+ CERTIFICATION**CCTC-511**

This course prepares students to write CompTIA's Network+ certification exam. This designation certifies that the networking professional possesses knowledge about a wide-range of vendor and product neutral networking technologies. Online students should have supervisor access to a network operating system, preferably Windows 2003 Server. A trial copy may be downloaded or purchased (you pay only for the shipping - approx \$5.95 US) from the Microsoft website. There are optional labs associated with the course that need to be completed on a PC running 2003 Server.

Semestered Intake - Online see semestered schedule p. 60

\$517 online (includes \$64 admin. fee – text extra)

General Education Courses

INTRODUCTION TO CANADIAN AND INTERNATIONAL BUSINESS

GNE-119

Study the interface between the external and internal environment of a business organization from the viewpoint of the challenges and opportunities available to you as manager. Focus on the impact of the individual in a contemporary business environment, and understand the framework of business administration.

Monthly Intake (see the start dates on p. 61) – Print-Based
\$271.40 print-based (includes materials fee – text extra)

ETHICS IN BUSINESS

GNE-147

Learn about ethical considerations in contemporary business. Examine moral frameworks and develop a model for ethical decision-making. Apply these frameworks and the decision-making model to ethical dilemmas and decisions. Enhance your awareness of ethical issues and moral reasoning skills.

Semester Intake (see the start dates on p. 60) – Online
\$327.40 online (includes materials fee – text extra)

CANADIAN POLITICS

GNE-185

An overview of Canadian politics covering the structure of Canadian Government, the practice of politics and a background of major political issues.

Semester Intake (see the start dates on p. 60) – Online
\$290.18 online (includes materials fee – text extra)

PRINCIPLES OF SOCIOLOGY

GNE-130

Survey basic concepts and themes with particular reference to North America. Study the mass media of communication, social movements, class structure, problems of alienation and theories of social change.

Monthly Intake (see the start dates on p. 60) – Online
\$327.40 online (includes materials fee – text extra)

PRINCIPLES OF HUMAN BEHAVIOUR

GNE-129

This course spans several important areas of psychology – the scientific method, learning development, personality, abnormality and therapy, among others. It includes comprehensive coverage of the basic concepts, principles and terminology that are pertinent to each area, and the interpretation and application of findings drawn from recent research and theory, as well as classic studies.

Monthly Intake (see the start dates on p. 60) – Online
\$327.40 online (includes materials fee – text extra)

DEVELOPMENTAL PSYCHOLOGY (FORMERLY CEED-105)

GNE-144

In this course you will examine, in detail, human growth and development from conception to death. You will study the progression of physical, motor, intellectual, language, social and moral development through the human lifespan.

Prerequisite: Principles of Human Behaviour GNE-129
\$322.40 (includes materials fee – text extra) 45 hrs.

Semestered Intake - Online see semestered schedule p. 60.

CRITICAL THINKING

CEBW-302

This online course gives you the opportunity to sharpen your critical thinking skills. It will help you to recognize how your own hidden assumptions, values and biases affect your decision making. In this collaborative environment, you will analyze the manipulative techniques used by individuals, vested interest groups and the media. You will learn how to identify false arguments and misleading arguments. Finally, you will have an opportunity to construct and evaluate your own arguments using critical and creative thinking strategies

Monthly Intake (see the start dates on p. 60) – Online
\$343.51 online (includes materials fee – text extra)

EXPLORING CUSTOMER SERVICE

GNE-160

All employees provide service to either external or internal customers. This course examines the customer service skills required to succeed in today's business environment. Providing service that consistently exceeds the customer's expectations is both challenging and rewarding. This course helps you to learn skills that support your career, your personal growth and your working life.

Semester Intake (see the start dates on p. 60) – Online
\$327.40 online (includes materials fee – text extra)

NUTRITION

GNE-188

Do you feel stressed out? Do you eat when you're not hungry? Are you tired all the time? These are only some of the side effects of not living a balanced lifestyle. This course will teach you how to put control back into your life. In the first half of the course, we analyze how nutrients breakdown and work together in the body. In the second half, we discuss issues and theories involving health and nutrition

Semester Intake (see the start dates on p. 60) – Online
\$311.29 online (includes materials fee – text extra)

MYTHS & LEGENDS

GNE-187

This subject examines the similarities and difference of world mythology and legends. By discussing stories from different cultures, students will see the common threads of the human experience.

Semester Intake (see the start dates on p. 60) – Online
\$311.29 online (includes materials fee – text extra)

INTRODUCTION TO COMPLEMENTARY THERAPIES

GNE-120

In this introductory survey course you will study the history, development and practical application of complementary therapies and modern medicine. Examine numerous specific complementary therapies from historical, theoretical, and practical application perspectives. Therapies in recognized courses of study or certification which are offered in the complementary care practice courses will be highlighted.

Semester Intake (see the start dates on p. 60) – Online
\$327.40 online (includes materials fee – text extra)

GLOBAL CITIZENSHIP (IN-CLASS)

GNE-500

This course presents a foundational and unique look at the history, roots, and impact of inequality and discrimination related to issues of social justice, energy, the environment, and technology both in Canada and globally. Students will explore personal and social responsibility to be good citizens, in their communities, personal lives, and work environments, hence preparing themselves to work in multicultural, diverse and global work environments. Emphasis will be on the impact and responsibility shared by individuals and societal systems to ensure equality and justice, and inclusion. Students will develop a portfolio that highlights program-related learning, and that reflects their "signature" experience of diversity in college life.

\$262.40 (includes materials fee – text extra)

FALL/WINTER

Sec. 801	Mon., Sept. 8-Dec. 15, 7-10 pm (No class Oct. 13)*	STC
Sec. 821	Mon., Jan. 12-April 20, 7-10 pm (No class Feb. 16)*	STC
	* plus three hours to be assigned	

SPRING/SUMMER

Sec. 841	Mon. & Wed., May 11-July 6, 7-10 pm (No class May 18, July 1)	PRO
----------	---	-----

For more information or more intakes visit centennialcollege.ca/parttime

GROWING UP DIGITAL – LIVING AND WORKING IN CANADA GNED-190

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.

Semestered Intake - Online see semestered schedule p. 60

\$327.40 online (includes materials fee – text extra)

Hospitality**SMART SERVE**

This print-based correspondence program is offered in association with Smart Serve Ontario and is recognized by the Alcohol and Gaming Commission of Ontario. Smart Serve is the responsible beverage service training program now required by many hospitality organizations.

\$55 (includes materials)

Note: This course has flexible entry. You may apply and start anytime during the semester. Fees are non-refundable.

Registration Option #1 (Progress Campus Enrolment Services Office)

You may register in-person Monday to Friday between office hours of 9 am-1 pm at any point in the semester. You need to be at the college for three hours to study your workbook, view a one-hour video at the Progress Campus library (Learning and Resource Centre) and write a 25-question multiple-choice test under the supervision of a staff member.

Registration Option #2 (Distance Learning)

You may register online, phone or fax at any point in the semester (see inside back cover for details). After you register, you will receive a workbook in the mail within two weeks. You work at your own pace. When you feel confident with the workbook material, call Continuing Education at 416-289-5000, ext 2555 to book your viewing of the one-hour video and a 25-question multiple-choice test.

French – Online**FRENCH 1****LANG-401**

Aims at building a vocabulary such as numbers (1-100), days, months, seasons, members of the family, salutations, asking questions, as well as giving the answers. Also covers: the verbs être, avoir, and groups of er verbs in the present and future tense, with aller affirmative and negative. Emphasis is placed on development of oral comprehension of day-to-day communication.

Semester Intake (see the start dates on p. 60) – Online

\$276.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.

FRENCH 2**LANG-402**

The aim of this course is to further develop your introductory knowledge of French while developing conversational skills through a structured, progressive presentation of new elements. You will also perfect your conversational structures through the use of dialogue based on real life situations.

Prerequisite: French 1 LANG-401

Semestered Intake - Online see semestered schedule p. 60

\$276.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.

FRENCH 3**LANG-403**

The aim of this course is to further develop your knowledge of French while developing grammatical structures using full sentences. Furthermore, you will be encouraged to write about everyday situations using paragraphs. Each week, students will be able to incorporate new elements so that they can better communicate in French.

Prerequisite: French 2 LANG-402

Semester Intake (see the start dates on p. 60) – Online

\$276.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.

FRENCH 4**LANG-404**

The aim of this course is to further develop your knowledge of French while developing grammatical structures using full sentences. Furthermore, you will be encouraged to write about everyday situations using paragraphs. Each week, students will be able to incorporate new elements so that they can better communicate in French.

Prerequisite: French 3 LANG-403

Semester Intake (see the start dates on p. 60) – Online

\$276.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.

FRENCH 5**LANG-405**

The aim of this course is to expose students to the full diversity of the French language. Using the “structure-global” approach, conversation will be favoured and at the same time retention and quality of the language will be improved.

Prerequisite: French 4 LANG-404

Semester Intake (see the start dates on p. 60) – Online

\$276.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.

Braille**BRAILLE LEVEL 1****CEBR-101**

The course is intended to introduce the learner to Braille, to develop basic skills necessary to read and write alphabetic Braille, and to develop basic skills in the use of the Perkins Braille. Successful completion of this course should prepare the learner to continue with Braille Level 2. Student must have access to a Perkins Braille.

Semester Intake (see the start dates on p. 60) – Online

\$182.41 (includes materials fee – text extra) 18 hrs.

BRAILLE LEVEL 2**CEBR-102**

The course is intended for the intermediate level Braille learner, to develop basic skills necessary to read and write contracted Braille, and to develop skills in the use of the Perkins Braille and Slate and Stylus. Successful completion of this course should prepare the student to continue to Braille Level 3. Student must have a Perkins Braille and a Slate and Stylus – available from CNIB.

Prerequisite: Braille level 1 CEBR-101

Semester Intake (see the start dates on p. 60) – Online

\$230.74 (includes materials fee – text extra) 27 hrs.

BRAILLE LEVEL 3**CEBR-103**

The course is intended for the intermediate Braille learner, to complete basic skills necessary to read and write contracted Braille, and to develop skills in the use of the Perkins Braille. Successful completion of this course should prepare the student to continue with Braille Level 4. Student must have a Perkins Braille and a Slate and Stylus – available from CNIB.

Prerequisite: Braille level 2 CEBR-02

Semester Intake (see the start dates on p. 60) – Online

\$230.74 (includes materials fee – text extra) 27 hrs.

BRAILLE LEVEL 4**CEBR-104**

The course is intended for the advanced Braille learner, to learn identification and use of Braille forms which convey a variety of print symbols and formats experienced in classroom Braille reading and writing. Successful completion of this course should prepare the student to apply for a certificate of acknowledgment of completion of the Braille course. Student must have access to a Perkins Braille.

Prerequisite: Braille level 3 CEBR-103

Semester Intake (see the start dates on p. 60) – Online

\$230.74 (includes materials fee – text extra) 27 hrs.

Health Studies**ARRHYTHMIA INTERPRETATION****HLTH-900**

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management.

Semester Intake (see the start dates on p. 60) – Online

\$256 (includes materials fee – text extra)

OPHTHALMIC ASSISTANT – PHASE 1**CEOA-906**

See Ophthalmic Medical Personnel program p. 86

OPHTHALMIC ASSISTANT – PHASE 2**CEOA-907**

See Ophthalmic Medical Personnel program, p. 86

For more Health programs, go online at centennialcollege.ca/parttime

Police Education

416-289-5000, ext. 2555

POLICE EXAMINATION PREPARATION

PFPR-901

Police exam preparation made easy with PolicePrep. Our comprehensive Police Test training program is designed to prepare you for the Police entrance test and recruitment process. PolicePrep's unique program provides practice Police Exams, police video simulations, and preparation material for police interviews and fitness tests.

\$270 continuous intake online

CANADIAN CRIMINAL JUSTICE SYSTEM

PFPR-101

This course introduces students to the organization and structure of the judicial system. It examines the main components of this system such as the law, police, corrections and community, and analyzes their interdependencies. The purposes and principles of the relevant legislation and policies governing this continuum of justice services are studied. Such legislation include, the Criminal Code of Canada, the Provincial Offences Act, the Ministry of Correctional Services Act and Regulations, the Corrections and Conditional Release Act, and the Charter of Rights and Freedoms.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

COMMUNITY AND SOCIAL SERVICES

PFPR-102

This course will explore the structure and administration of community organizations and social services that operate within, and adjacent to, the criminal justice system. The course will further explore the issues, trends, and legislations that impact on Community Social Services. The student will be required to perform 40 hours of direct community study while applying knowledge obtained through the course modules.

Mandatory Chats – teacher to advise schedule.

Semester Intake (see the start dates on p. 60) – Online

\$422.95 (includes materials fee – text extra) 60 hrs.

PRINCIPLES OF ETHICAL REASONING

PFPR-104

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.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

SOCIOLOGY AND CANADIAN SOCIETY

PFPR-105

This course is equivalent to Police Foundations PFPR-03.

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.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

CRIMINAL AND CIVIL LAW

PFPR-121

This course will enable the student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. This course will also enable the student to analyze the rights and obligations of citizens involving areas of civil law. The student will recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. The student will develop legal research and analysis skills to locate, interpret and apply statute and case law.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

ISSUES IN DIVERSITY

PFPR-127

Students critically identify and examine issues in diversity. Specifically, students focus on topics pertaining to inequality in various social settings, including but not limited to: race, gender, ethnicity, class and sexual orientation. Incorporating social/legal explanations of diversity, students develop a clear understanding of the groups affected and the possible strategies of community empowerment.

Semester Intake (see the start dates on p. 60) – Online

\$272.59 (includes materials fee – text extra) 32 hrs.

FIRST NATIONS PEOPLE

PFPR-128

Increase your 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.

Semestered Intake - Online see semestered schedule p. 60

Mandatory group work – teacher to advise schedule.

Prerequisites: Word processing skills and ability to use internet

\$294.07 (includes materials fee – text extra) 36 hrs.

INTERPERSONAL AND GROUP DYNAMICS

PFPR-123

Learn to apply knowledge from interpersonal relations and group dynamics to working on a team.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

PUBLIC ADMINISTRATION

PFPR-124

Specifically designed for the Public Safety and Security programs (Police Foundations), this course provides an overview of the democratic system of governing in Canada and on the organizational theories as they pertain to public administration, from a law enforcement perspective.

Semestered Intake - Online see semestered schedule p. 60

\$342.40 online (includes OL admin. fee – text extra)

CRIMINOLOGY FOR POLICING

PFPR-125

This course provides an examination of various theoretical explanations of criminal and deviant behaviour, including the sociological, biological and psychological perspectives. Criminological theory is related to various types of criminal activity. The reality of crime in Canada, including victimology is examined through crime statistics as are the correlations of criminal behaviour. The impact of theory on the development and effectiveness of the criminal justice system is discussed with emphasis on future trends within the system.

Semester Intake (see the start dates on p. 60) – Online

\$342.40 (includes materials fee – text extra) 45 hrs.

POLICE COMMUNICATIONS 1

PFPR-208

This course is equivalent to PFPR-104.

The purpose of the course is to give students practice in the fundamentals of writing and research.

Semester Intake (see the start dates on p. 60) – Online

\$358.51 (includes materials fee – text extra) 48 hrs.

POLICE COMMUNICATIONS 2

PFPR-209

Police Foundations Communications 2 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.

Prerequisite: Police Communications 1

Semester Intake (see the start dates on p. 60) – Online

\$326.29 (includes materials fee – text extra) 42 hrs.

POLICE POWERS 1

PFPR-210

This course will examine pertinent sections of the Canadian Charter of Rights & Freedoms and their impact on the Canadian Criminal Procedure. Citizen and police arrest and release authorities, police powers and search and seizure with and without warrant, police discretion and implications will be discussed.

Prerequisite: Criminal and Civil Law

Semester Intake (see the start dates on p. 60) – Online

\$326.29 (includes materials fee – text extra) 42 hrs.

POLICE POWERS 2

This course is a continuance of Police Powers 1 and will focus on police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Use of force theory, law and other legal issues related to the use of force will be discussed. Theory related to officer safety will be examined.

Prerequisite: Police Powers 1

Semester Intake (see the start dates on p. 60) – Online
\$326.29 (includes materials fee – text extra) 42 hrs.

CRIMINAL CODE

This course will introduce students to the most common Criminal Code offences. Offences against the person, property, weapons and public order offences will be examined. Students will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed.

Prerequisite: Criminal and Civil Law

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

INTERVIEW AND INVESTIGATIONS

Students must have access to a video camera to complete assignments. Tapes must be in VHS format. Tapes will not be returned. Streamed video clips inserted into course. Student internet connection may affect load time. This course focuses on interviewing and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note taking and observation skills.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

YOUTH IN CONFLICT WITH THE LAW

Students will examine the application of the JDA, YOA and the new YCJA statutes affecting youth in conflict with the law from a philosophical, contemporary and historical perspective, including discussion about several marked and important distinctions between the new YCJA and the old YOA which it replaces. Topics such as arrest, questioning, custody provisions, CFSA, youth records, fingerprints, bail hearings, parental responsibilities and involvement, sentencing and privacy and protection to society will be covered.

Prerequisites: Canadian Criminal Justice System, Community and Social Services.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

PROVINCIAL OFFENCES

Students interpret and apply provincial statutes. Topics studied include arrest, search and seizure authorities, common offences and the involvement of non-police agencies. The following statutes are examined: Provincial Offences Act, Mental Health Act, Tenant Protection Act, Trespass to Property Act, Liquor License Act, Coroners Act, Family Law Act, the Blind Persons' Rights Act, and the Game and Fish Act.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

INVESTIGATION AND EVIDENCE

In this course, you will examine the requirements of a continuing investigation. You will be taught the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law, and other related issues will be addressed.

Prerequisite: Completion of one of the following courses: Criminal & Civil Law, Criminal Code, Interviewing & Investigation or Police Powers 1.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

CRIMINAL CODE & FEDERAL STATUTES

Students will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances, and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationship with the Criminal Code will also be examined.

Prerequisite: Criminal and Civil Law

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

PFPR-211**COMMUNITY POLICING 1**

This course introduces students to theory and models of community policing. Problem solving models and the role of alternative dispute resolution strategies are examined. Community development and community involvement in dispute resolution is discussed. The role of public relations is explored.

Mandatory chat sessions – teacher to advise the schedule.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

COMMUNITY POLICING 2

This advanced course will allow students to apply and demonstrate crime prevention, problem oriented policing strategies and apply elements of volunteerism. Students will be required to assess a community problem and develop, implement and evaluate results to resolve a community problem. Students will also explore the relationship between community policing and police complaints.

Prerequisite: Community Policing 1

Semester Intake (see the start dates on p. 60) – Online
\$326.29 (includes materials fee – text extra) 36 hrs.

TRAFFIC MANAGEMENT

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

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 36 hrs.

LIFESTYLE MANAGEMENT

Society has come to recognize that personal and collective wellness is essential to enhance one's quality of life. This course introduces the student to the concepts of wellness and provides practical strategies for developing a healthy lifestyle. Other topic areas include physical fitness, nutrition, self-responsibility, social interaction, stress management, coronary heart disease, shift work and back health. The student will develop strategies to design and implement an effective personal fitness program to help them attain Bona Fide Fitness Requirement Standards for police work.

Requirements: Student must complete a PARQ form. Students will also be advised to acquire the appropriate medical clearance prior to beginning the courses. Students will have to join a recognized fitness centre and train a minimum of three times per week. Students will also be responsible for scheduling the PREP (Physical readiness for Evaluation for Policing) test prior to the end of the course. Any expenses incurred for this are the responsibility of the student.

Semester Intake (see the start dates on p. 60) – Online
\$342.40 (includes materials fee – text extra) 45 hrs.

Science Courses**MATHEMATICS OF FINANCE**

Topics include fractions and decimals, basic algebraic operations, linear equations and formula rearrangement, graphs, simultaneous equations, ratio, proportion and percent, discounts and retail pricing, simple and compound interest, equations of value, ordinary annuities and amortization schedules.

Prerequisite: A score of 24 to 39 on the business mathematics assessment or permission of the department. Please call the Assessment Centre at 416-289-5300 to book your assessment.

Monthly Intake (see the start dates on p. 61) – Print-Based
\$343.95 print-based (includes materials fee – text extra)

PREPARATORY BIOLOGY

This online course is intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care Programs. The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the health sciences. This course is no longer acceptable as a science required to enter Nursing at the BScN level.

Semester Intake (see the start dates on p. 60) – Online
290.18 (includes OL fee – text extra)

MATHEMATICS FOR EA

For course description and course offerings, see p. 88.

PFPR-226**PFPR-227****PFPR-224****PFPR-225****MATH-106****CEGS-101****CEED-207**

Special Interest Courses

DRAWING REALISTIC SUBJECTS IN PENCIL CESI-721

Both beginners and those with some drawing experience will learn step-by-step to create realistic drawings, including shading and blending, in this online course. Using still life, landscape, animals and portraiture as subjects, you take part in animated tutorials with detailed instruction. At completion, you will have a portfolio of realistic, detailed pencil drawings.

Prerequisite: Computer with graphic browser, e-mail and Internet access, Flash player. Digital camera and scanner recommended.

Semester Intake (see the start dates on p. 60) – Online
\$269 (includes materials fee – text extra) 36 hrs.

CREATIVE WRITING – BEGINNERS CESI-997

Beginner writers, as well as 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.

Prerequisite: Computer with e-mail and Internet access.

Semester Intake (see the start dates on p. 60) – Online
\$255 (includes materials fee – text extra) 30 hrs.

CREATIVE WRITING – INTERMEDIATE CESI-998

This advanced online course is for people with some writing and critiquing experience. Participants should have three story-length pieces (approximately 5-10 pages or slightly longer if novel segments) of their own writing to workshop over the term and need to read the same number of submissions by fellow participants. Students are expected to provide more detailed critiques than required in the “Beginners” course.

Prerequisite: Creative Writing – Beginners or writing & critiquing experience, computer with e-mail and Internet access.

Semester Intake (see the start dates on p. 60) – Online

Limited enrolment. (See also Professional Writing online certificate.)

\$255 (includes materials fee – text extra) 30 hrs.

GETTING ORGANIZED FOR SMALL BUSINESS OWNERS CESI-700

In this online course, learn to organize key areas of your small business. Set your direction and focus on priorities. Manage your money by learning bookkeeping and budget basics. Design an office and paper system that works. Delegate by providing operating manuals and implementing basic internal controls. Organize time, projects and contacts, and avoid repeating tasks. Keep on track by examining motivators and factors that hold you back.

Prerequisite: Computer with e-mail and Internet access.

Semester Intake (see the start dates on p. 60) – Online
\$255 (includes materials fee – text extra) 30 hrs.

THE HEALTHY GARDEN CESI-991

This course familiarizes students with basic concepts involved in composting, soil, and maintaining garden health. Learn different methods of composting and the benefits for the soil and plants when compost is used. Look at soil, texture, water, organisms, and fertility. This online course also includes the fundamentals of insect and disease control to maintain a healthy garden.

Prerequisite: Computer with e-mail and Internet access.

Semester Intake (see the start dates on p. 60) – Online
\$270 (includes materials fee – text extra) 45 hrs.

FENG SHUI CESI-865

How can Feng Shui enhance our lives, loves and careers? Enter this fascinating world to uncover the answers to these and other questions regarding this ancient art of placement and energy flow. Discover ways to create harmony, balance and well-being in your environments by exploring the principles of Feng Shui. The bagua map and enhancements for attracting energy will be explored. You will work with the Five Elements and Yin/Yang energies. The experiential nature of the course will allow you to apply Feng Shui principles to your own home or workplace. Ultimate results will be clarity of purpose, self-empowerment and goal achievement. Should you be planning to sell your house you will also learn practical home staging principles using Feng Shui. MUST have digital camera.

Semester Intake (see the start dates on p. 60) – Online

\$220 (includes materials fee – text extra) 30 hrs.

LEARN TO TAKE BETTER PHOTOGRAPHS – DIGITAL CESI-864

Learn to take better photographs by understanding and learning rules and theories of photography. Learn how to manipulate your camera with ease as you photograph pets, children, families and landscapes. Students will send photographs to the instructor. Will need to download pictures to a disk in order to send. Access to a scanner for those who wish to download 35mm pictures to a disk. (Optional)

Semester Intake (see the start dates on p. 60) – Online

\$199 (includes materials fee – text extra) 20 hrs.

INTRODUCTION TO DIGITAL VIDEO STORYTELLING CESI-863

In this theoretical course, students will explore the practical, technical, and aesthetic aspects of visual video storytelling, to help them discover ways to improve their own video projects. Students will learn the principles of what makes a good video production and learn what goes on during the different stages of pre-production, production, post-production and distribution, as well as simple concepts and basic techniques that can be used to create more compelling digital movies.

Semester Intake (see the start dates on p. 60) – Online

\$244 (includes materials fee – text extra) 42 hrs.

Teacher of Adults

FOUNDATIONS OF TEACHING AND LEARNING CEID-001

Learn to use sound curriculum development theory and practice to design a course or training session of at least 20 hours for a group of learners. You will survey current pedagogical (educational) practices to anchor the process of curriculum development. You will learn how to move logically from overall course/session outcomes to the instructional objectives required to achieve these outcomes, as well as effective evaluation methods. The course/training session that you develop will be used in the next two mandatory courses (CEID-002 and CEID-003). Details about dates are available online.

\$137.89 (includes materials fee – text extra) 22 hrs.

INSTRUCTIONAL METHODOLOGIES AND LESSON PLANNING CEID-002

Using the lesson plan for the course/training session that you developed in Foundations of Teaching and Learning, you will put your plan into action. You will apply learning style theories and Multiple Intelligences theory to your teaching to ensure that you are able to teach to a diverse population. You will learn the tricks of the trade in relation to presentation and delivery strategies, including such important techniques as cooperative/collaborative, problem-based and case study learning strategies. Finally, you will develop evaluation/assessment strategies for your course/session so that you will be able to determine how well your learners can perform the outcomes and objectives. Details about dates are available online

Prerequisite: Foundations Of Teaching And Learning CEID-001

\$137.89 (includes materials fee – text extra) 22 hrs.

ADULTS WITH LEARNING DISABILITIES CEID-043

This online course provides insight into the abilities, needs and issues of adults with learning disabilities (LD) in an educational or training setting, and society as a whole. You will gain general knowledge and awareness of the various exceptionalities with a primary focus on understanding adults with LD. Strategies and skills are explored so that educators/trainers can provide appropriate modifications and accommodations to course content, delivery and evaluation, to ensure that all learners have an opportunity to be successful.

Semestered Intake - Online See semestered schedule p. 60.

Requirement: e-mail/internet ability and access.

Prerequisites: Foundations of Teaching & Learning CEID-001, Instructional Methodologies & Lesson Planning CEID-002, Applications of Instructional Techniques CEID-003, or Teaching/ Training Experience.

(This course uses the OntarioLearn Blackboard system – visit centennialcollege.ca/dl – or e-mail distancelearning@centennialcollege.ca for information)

\$267.07 (includes materials fee – text extra) 36 hrs.

ASSESSMENT AND EVALUATION**CEID-052**

This online course is designed to give learners 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 their own practice as a teacher or trainer in their environment.

Semestered Intake - Online see semestered schedule p. 60.

Requirement: e-mail/internet ability and access.

Prerequisites: Foundations of Teaching & Learning CEID-001, Instructional Methodologies & Lesson Planning CEID-002, Applications of Instructional Techniques CEID-003, or Teaching/ Training Experience.

(This course uses the OntarioLearn Blackboard system – visit centennialcollege.ca/dl – or e-mail distancelearning@centennialcollege.ca for information)
\$267.07 (includes materials fee – text extra) 36 hrs.

THE PEDAGOGY OF ONLINE LEARNING**CEID-057**

This online course is designed to give an overview of the aspects involved in teaching online, including promoting interactivity among students, and online assessment and evaluation. In addition to contributing to an ongoing asynchronous discussion, a variety of types of evaluation will be utilized in order that participants more fully understand the experience of learning online. Learners will be encouraged to use their own experiences as teachers and learners, and to evaluate their own practice as a teacher or trainer in their environment. Details about dates are available online.

Requirement: e-mail/internet ability and access.

Prerequisites: Foundations of Teaching & Learning CEID-001, Instructional Methodologies & Lesson Planning CEID-002, Applications of Instructional Techniques CEID-003, or Teaching/ Training Experience.

\$147.89 (includes materials fee – text extra) 22 hrs.

INTRO TO TEACHING/TRAINING ONLINE WITH BLACKBOARD CEID-059

Learn techniques, tools and strategies for designing, developing and facilitating an online course, using Blackboard, a web-based learning platform. You will create a course shell, load your materials into the shell, enroll students, and facilitate synchronous and asynchronous chat sessions. This introductory course is for teachers and trainers who want to create or adapt an existing course/session to online delivery. No previous experience with Blackboard is assumed. (If you have already adapted a course into Blackboard, please apply for PLAR credit). Details about dates are available online.

Prerequisites: Foundations of Teaching & Learning CEID-001, Instructional Methodologies & Lesson Planning CEID-002, Applications of Instructional Techniques CEID-003, or Teaching/ Training Experience.

\$147.89 (includes materials fee – text extra) 22 hrs.

Cosmetics**COSMETICS BY CORRESPONDENCE****MAKE-005**

This print-based course covers a wide range of topics, including skin types, skin and hair care, cosmetics, hair care, nail care, sales, customer service, merchandising and inventory control. A must have for anyone wanting to work in the Cosmetics Industry.

Recommended but not mandatory prerequisites: MAKE-001, 002 & 003

Continuous Intake – allow three to six weeks for delivery

\$450 All Materials are included in initial purchase –
Fee is non-refundable (includes shipping & GST)

PB

Financial Planning/Insurance**FINANCIAL PLANNING FUNDAMENTALS****CEFN-801**

This course introduces the fundamentals important to the discipline of financial planning. Students will acquire an understanding of the concepts and applications associated with financial calculations and the analysis of financial statements. Also covers basic concepts of contracting, family law, and some government sponsored benefit programs.

\$414 (excludes textbook and course-mandated financial calculator)

CONTEMPORARY PRACTICES IN FINANCIAL PLANNING**CEFN-802**

This course introduces students to basic income tax laws and moves into a more advanced understanding, as it relates to areas of financial planning. Also reviews professional & ethical responsibilities of a financial planner and develops an understanding of structures, services, business structures and trusts within the financial industry.

Prerequisite: Financial Planning Fundamentals CEFN-801

\$414 (excludes textbook and course-mandated financial calculator)

COMPREHENSIVE PRACTICES IN RISK & RETIREMENT PLANNING**CEFN-803**

Designed to provide a comprehensive understanding of concepts of managing risk and retirement planning, this course covers products, issues, and practices in insurance and retirement planning. Includes topics such as risk management process, retirement planning process and wealth accumulation phase into retirement.

Prerequisite: Contemporary Practices in Financial Planning CEFN-802

\$414 (excludes textbook and course-mandated financial calculator)

WEALTH MANAGEMENT AND ESTATE PLANNING**CEFN-804**

Review the basics of economics and investing along with an understanding of investment products. Also covers Investment Planning, key areas of Personal Financial Management, Estate Planning fundamentals, concepts and applications.

Prerequisite: Comprehensive Practices in Risk and Retirement Planning CEFN-803

\$414 (excludes textbook and course-mandated financial calculator)

CERC Relocation Specialist/Professional**INTRODUCTION TO RELOCATION****CERC-101 (NON-MEMBERS)****CERW-101 (MEMBERS)**

Introduction to Relocation is the first course in this series and is a prerequisite to Levels II and III for those who wish to go on to obtain the CERP™ designation. This course is intended to broadly cover every aspect of the relocation process and to enhance their current knowledge for those beginning a career in the relocation profession.

\$495 for non-members and \$450 for members of CERC

DOMESTIC RELOCATION POLICY DEVELOPMENT AND PROGRAM DELIVERY**CERC-102**

This course will help students develop the necessary skills to establish and administer an effective domestic relocation program that addresses the human dynamics of a move, while meeting the business objectives of the organization.

Prerequisite: successful completion of CERC-101/CERW-101 and membership in CERC is a prerequisite.

\$450

INTERNATIONAL RELOCATION POLICY & PROGRAM DELIVERY**CERC-103**

In this level, students will apply the skills learned from domestic relocation to the complexities of international relocation as well as broaden their appreciation of human dynamics, repatriation, taxation and immigration. Level III provides you with the knowledge and tools necessary to manage an effective relocation program for any organization.

Prerequisite: successful completion of CERC-102. Membership in CERC is a prerequisite.

\$450

Cisco

CCNA 1 CCTC-501

This course provides the basis for future studies in networking technology. Topics include the OSI model, industry standards, Ethernet, network topologies, and IP addressing including subnet masks, networking components and basic network design.

\$580 online (includes OL admin. fee – text extra)

CCNA 2 CCTC-502

This course introduces the student to hands-on router configuration. Topics include basic router configuration, routed and routing protocols, TCP/IP and basic security through the use of Access Control Lists (ACLs).

Prerequisite: CCTC-501

\$580 online (includes OL admin. fee – text extra)

CCNA 3 CCTC-503

In this course learners build upon the knowledge previously gained and learn about more advanced router and switch configuration. Topics include advanced router configuration, CIDR and VLSM, Single Area OSPF, EIGRP, LAN switching, VLANs, and VTP.

Prerequisite: CCTC-502

\$580 online (includes OL admin. fee – text extra)

CCNA 4 CCTC-504

This course introduces the learner to the technology commonly employed in WANs. Students will learn how to interconnect LANs to form complex network environments. Topics include Scaling IP addresses with NAT/PAT and DHCP, WAN theory and design, WAN technology, PPP, PAP/CHAP Authentication, Frame Relay, ISDN, network management and troubleshooting.

Prerequisite: CCTC-503

\$580 online (includes OL admin. fee – text extra)

Law Clerk

ESTATES – LAW CLERK CELC-922

\$440 online

Fall/Winter Feb. 2/09-May 18/09

REAL ESTATE – LAW CLERK CELC-921

\$540 online

Fall/Winter Sept 2/08-Jan. 19/09

CIVIL LITIGATION – LAW CLERK CELC-923

\$595 online

Fall/Winter Sept 2/08-Jan. 19/09

CORPORATE LAW – LAW CLERK CELC-924

\$325 online

Fall/Winter March 16/09-June 15/09

Ontario Management Development Program (OMDP)

MANAGING FOR RESULTS OMDP-101

The role of the manager is constantly changing. The economy, legislation and technology have created a more complex work environment. While skills and techniques are crucial, other personal and organizational issues cannot be ignored. Traditional concepts vs. new beliefs in the management field, understanding the human factor, job enrichment, planning performance and appraising results will be explored.

\$274 (includes materials fee – text extra) 30 hrs.

PERSONAL SUCCESS OMDP-102

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time management and stress management.

\$274 (includes materials fee – text extra)

HUMAN RELATIONS OMDP-103

Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.

\$274 (includes materials fee – text extra) 30 hrs.

COMMUNICATIONS OMDP-104

Communicating effectively is vital to the success of every leader and team.

In this interactive course, you will discover how to overcome barriers to good communication. Getting the message across clearly and precisely, without misunderstandings, will cut costly errors and lost time. This course will develop your skills in active listening, speaking, questioning, giving feedback, interviewing, writing and conducting meetings, and will also assess the effects of technology on communication.

\$274 (includes materials fee – text extra) 30 hrs.

DEALING WITH DIFFICULT PEOPLE (PREVIOUSLY CESI-983) OMDP-105

Understanding people and being able to work with them, no matter what type of people they are, is one of the major keys to management and life success. Through this course, you should be able to identify and cope with some of the most difficult behavior you will encounter. Other topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with anyone you choose.

\$274 (includes materials fee – text extra) 30 hrs.

Retirement Communities Management

OPERATIONAL OVERVIEW LTRM-700

This course examines the structure of the health care system and the concept of client-centred care. The roles of governments, funding and provision of health services is examined. Learn the legal responsibilities of you and your staff and how to meet the standards effectively and efficiently. Learn the basics of information systems management and the strategic use of information technology.

\$459.20 (includes materials fee – text extra) 45 hrs.

FINANCIAL MANAGEMENT LTRM-701

As money is the lifeblood of most business activities, this course is designed to allow the student to identify and explore the factors that are relevant to financial decision making and budgeting. The course focuses on the learner's ability to use a variety of standard problem-solving tools of financial management and standard budgeting formats in both the private and not for profit sectors of the business. As most of the students will work in Canada, special emphasis will be placed on a well-developed Canadian financial infrastructure, funding and health care system.

Fees – TBA – for more details visit centennialcollege.ca/dl

SALES & MARKETING LTRM-702

This course introduces the student to consumer-based services marketing and sales as applied to the Long Term Care and Retirement Communities industry. Students will define marketing and demonstrate an understanding of consumer behavior, market segmentation, the marketing mix, application to the marketing plan, and the principles of selling.

Fees – TBA – for more details visit centennialcollege.ca/dl

ENVIRONMENTAL SERVICES LTRM-703

A key area that needs to be managed well to operate a successful operation, is the physical plant of the building. This course will give the student insight into this area. Being able to understand and monitor heating, ventilation and air conditioning systems to offer resident comfort and reduce costs is important. Departmental organization, job descriptions, resources, and budgets for these departments will be studied (housekeeping, laundry and maintenance).

\$459.20 (includes materials fee – text extra) 45 hrs.

HRM & LABOUR RELATIONS**LTRM-704**

Successful Long Term Care and Retirement Homes require financial resources, (investment, capital, cash), physical resources (buildings, equipment) and human resources (people). The human resources framework involves obtaining and retaining competent employees. Managers require knowledge of competitive wage scales, pay equity, and benefit packages. Positive employee relations can be achieved through job satisfaction, conflict resolution and compliance with collective agreements and the Human Rights Code. Administrators/General Managers must meet the challenge of the increasing number and complexity of government regulations and the diversity of the workforce.

Fees – TBA – for more details visit centennialcollege.ca/dl

HEALTHY ADULT AGING**LTRM-705**

This course examines the normal physiological, psychological, social and spiritual changes affecting aging adults using the Holistic Approach to wellness. Normal physiological and anatomical changes, as well as the dysfunctional effects of common health problems will be examined. The process of normal psychological and social aging will be addressed as well as abnormal factors such as cognitive decline. Additional topics will include spirituality, changing requirements for physical activity, and health promotion measures. Students will learn common medical terminology and charting techniques related to aging clients.

\$459.20 (includes materials fee – text extra)

RESIDENT-CENTRED CARE**LTRM-706**

This course examines the structure of the health care system and the concept of client centered care. Content will include operational management, leadership, medication administration, abuse prevention, infection control, residence safety and risk, home and residence care. Students are expected to utilize course concepts when analyzing issues. The current changes in health delivery, organizational structures, and implications for nurse practices are also addressed.

\$411.45 (includes materials fee – text extra) 45 hrs.

FOOD NUTRITION & HOSPITALITY MANAGEMENT**LTRM-707**

This course is designed to help the learner examine how food and nutrition can help to achieve optimum health and well being. It will also provide an opportunity for the learner to investigate nutritional care for seniors through an understanding of food service operations and the MOH dietary standards. In this course the learner will experience a combination of food preparation and service theory. The learner will understand the importance of developing strong organizational, team building and communication skills.

Fees – TBA – for more details visit centennialcollege.ca/dl

CASE STUDY PORTFOLIO**LTRM-708**

Portfolio development is an opportunity for students to demonstrate their knowledge of each course and discipline in a practical and relevant manner. They may be used for hiring, promotion, career planning or as a statement of current abilities. During this course participants will be asked to either: 1) identify an issue/problem that their residence/home is currently experiencing, or 2) to create a template for the opening and operation of a new residence/home.

Either of these processes will enable the student to better understand the dynamics of the industry and increase their knowledge of business practices.

Fees – TBA – for more details visit centennialcollege.ca/dl

SENIOR MANAGEMENT**RCMO-801**

An organization is a collection of people who work together and coordinate their actions to achieve a wide variety of goals. Management of this organization is the planning, organizing, leading and controlling of resources to achieve goals effectively and efficiently. Resources may include assets such as people, inventory, information, skills and financial capital. The manager is the person responsible for supervising the organizations resources in order to achieve its goals.

The end of the twentieth century was characterized by great changes in the social, political and economic framework of society. The first two decades of this millennium promise even greater change. Advanced Management Practices looks at the emerging trends in management and how these impact the administration of Long Term Care Facilities.

Fees – TBA – for more details visit centennialcollege.ca/dl

PLACEMENT 1**RCMO-802**

Field placement is a required course for students in the Retirement Communities Management program predicated on the premise of workstudy within a Retirement Community industry that provides the student with a new learning experience. This course provides meaningful work experience in approved jobs within the Retirement Communities Industry, enabling the students to relate classroom theory to the practical world, while adding another educational dimension to their career preparation. Field placement enables learners to better understand the dynamics of the industry increase their knowledge of industry practices and provides a competitive advantage of experience in the job market.

Fees – TBA – for more details visit centennialcollege.ca/dl

PLACEMENT 2**RCMO-803**

Field placement is a required course for students in the Retirement Communities Management program predicated on the premise of workstudy within a Retirement Community industry that provides the student with a new learning experience. This course provides meaningful work experience in approved jobs within the Retirement Communities Industry, enabling the students to relate classroom theory to the practical world, while adding another educational dimension to their career preparation. Field placement enables learners to better understand the dynamics of the industry increase their knowledge of industry practices and provides a competitive advantage of experience in the job market.

Fees – TBA – for more details visit centennialcollege.ca/dl

See also Long Term Care Management p. 68

Ophthalmic

OPHTHALMIC MEDICAL PERSONNEL (PHASE 1)**CEOA-906**

This course provides an introduction to the basic theory and skills essential to practice high standards of care as ophthalmic medical personnel. Study the anatomy and physiology of the eye, history-taking and visual assessment, optics, basic genetics, the use of ophthalmic equipment and initial study of eye problems. Field trips to selected clinical facilities are an integral part of the course. Corresponding practical learning will be gained through professional experience with the sponsoring clinical supervisor.

\$395 (includes materials fees – text extra)

OPHTHALMIC MEDICAL PERSONNEL (PHASE 2)**CEOA-907**

This course provides further study of the theory and skills necessary to enhance practice for any ophthalmic medical personnel. Topics include pediatric ophthalmology, ophthalmic surgery, ocular oncology and community services for the visually-disabled person. Professional practice issues are an important component and include health care ethics and law related to clinical care. Practical consolidation of learning continues in the workplace under the supervision of the sponsoring eye care practitioner. A minimum of 60% is required to pass.

Prerequisite: Ophthalmic Medical Personnel (Phase 1) CEOA-906

\$395 (includes materials fees – text extra)

Educational Assistant

Following courses are semestered and available online. See semestered schedule p. 60.

WORKING SAFELY: SAFE CARE OF SELF/OTHERS**CEED-101**

You will learn how to work safely and assist in providing a safe work environment for staff and students in educational settings.

\$306.29 (includes materials fee – text extra) 42 hrs.

FOUNDATIONS OF EDUCATION**CEED-103**

In this course the student will learn to describe in general: learning techniques and training standards for para-educators, ethical practices, the historical development of education, including special education, current educational legislation, structures and processes, related legislation (child protection and Freedom of Information and Protection of Privacy) and the implications (e.g. confidentiality) for EA training and work in Ontario.

\$306.29 (includes materials fee – text extra) 42 hrs.

PERSONAL AND INTERPERSONAL DYNAMICS CEED-104

This course discusses why positive personal dynamics and choices are important and teaches how to analyze the candidate's personal dynamics. It describes approaches and techniques for developing a positive lifestyle. "Analyses and Solutions" will train the candidate to organize information, analyze tasks and situations of various complexities, and select and implement the best solutions. "Behaviour Management" will deal with various viewpoints about behaviour, what our philosophy and major approaches should be, how to use specific techniques in its management and how to apply these approaches to behaviour management in educational settings.

Pre/Corequisites: Working Safely CEED-101, Foundations of Education CEED-103.
\$306.29 (includes materials fee – text extra) 42 hrs.

DEVELOPMENTAL PSYCHOLOGY (FORMERLY CEED-105) GNED-144

See page 79 for course information.

COMPUTERS IN EDUCATION CEED-201

You will gain microcomputer skills for your own benefit, and to help students improve their computer knowledge, particularly to access and learn other curricula. You will learn how to modify and adapt your methods for students with exceptionalities.

Prerequisite: Basic computer skills, work processing, data management and Internet skills, and Excel Introduction.

Corequisite: Orientation to Schools and the Assistant Role and Seminars – Level 1 CEED-107
\$306.29 (includes materials fee – text extra) 42 hrs.

CLASSROOM SKILLS CEED-202

You will learn to use language arts skills accurately, describe the related Ontario curriculum and curriculum change, and discuss topics such as the Educational Assistants role in language arts at the elementary and secondary school levels. Other topics include mathematics in the Ontario curriculum, the educational assistants role in math and other subjects, and why concrete materials, equipment and technology are important.

Prerequisites: Foundations of Education CEED-102, Working Safely: Safe Care of Self/Others CEED-101, Personal and Interpersonal Dynamics CEED-104, Computers in Education CEED-201
\$306.29 (includes materials fee – text extra) 42 hrs.

EXCEPTIONALITIES I CEED-203

You will explore the special education field, what factors affect it, and the rights of, and approaches to, students with exceptionalities, their parents, professionals and support staff. As well, you will deal with students with major behaviour and/or emotional challenges. You will also learn appropriate educational and behaviour management approaches.

Prerequisites: Working Safely: Safe Care of Self/Others CEED-101, Foundations of Education CEED-102, Personal and Interpersonal Dynamics CEED-104
\$306.29 (includes materials fee – text extra) 42 hrs.

EXCEPTIONALITIES II CEED-204

This course will detail the types of communications exceptionalities and implications of these for students with communications challenges in an educational setting, and cross reference related, previously-learned material and other aspects of communications.

Prerequisite: Exceptionalities I CEED-203 Corequisite: EA Role Practicum A and Seminars CEED-303
\$306.29 (includes materials fee – text extra) 42 hrs.

EXCEPTIONALITIES III CEED-205

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills, and supports for these individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist students with physical challenges. "Multiply Challenged" will describe multiple challenges, roles, expectations, skills and supports for individuals with multiple challenges.

Prerequisite: All required courses/Corequisite: EA Role Practicum B and Seminars CEED-304
\$306.29 (includes materials fee – text extra) 42 hrs.

ORIENTATION TO SCHOOLS AND**THE ASSISTANT ROLE AND SEMINARS – LEVEL I CEED-107**

This course will teach the candidate to understand roles, goals and functioning of a school and the roles of staff members, and to be able to provide general support to the teaching and administrative staff and informal, general support to students. No final exam.

Prerequisites: Working Safely: Safe Care of Self/Others CEED-101. Orientation application must be completed and returned to the college for approval prior to registering for this course. To obtain an orientation package, please call 416-289-5000 ext 2555.

\$261.85 (includes materials fee – text extra) Practicum 90 hrs, Seminars 9 hrs

NOTE: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

ORIENTATION TO SCHOOLS AND**THE ASSISTANT ROLE AND SEMINARS – LEVEL II CEED-108**

This course extends level 1 and will further the candidate's understanding of the roles, goals and functioning of the school and staff, and train the candidate to provide effective support to the teaching and administrative staff and general support to students.

Prerequisites: Foundations of Education CEED-103, Working Safely: Safe Care of Self/Others CEED-101, Orientation to Schools and the Assistant Role and Seminars – Level 1 CEED-107. Orientation application must be completed and returned to the college for approval prior to registering for this course. To obtain an orientation package, please call 416-289-5000 ext. 2555.

\$261.85 (includes materials fee – text extra) Practicum 90 hrs, Seminars 9 hrs)

Note: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

EA ROLE PRACTICUM A AND SEMINARS CEED-303

Practicum A will train the candidate to apply the appropriate attitudes, knowledge and skills to work successfully as an Educational Assistant in assisting students with exceptionalities, in an educational setting under the direction of a teacher. Upon successful completion of the practicum the candidate will have gained demonstrated capability in assisting students under three types of exceptionalities e.g. behavioural, communications, intellectual/ developmentally delayed, physical and/or multiple exceptionalities.

Prerequisites: Working Safely: Safe Care of Self/Others CEED-101, Learning Strategies – Learning How to Learn CEED-302

Corequisite: Exceptionalities II: Communications CEED-204

\$245.74 (includes materials fee – text extra) Practicum 120 hrs, Seminars 12 hrs

Note: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

EA ROLE PRACTICUM B AND SEMINARS CEED-304

Practicum B extends the learning of Practicum A, in further training the candidate to apply the appropriate attitudes, knowledge and skills to work successfully as an Educational Assistant in an educational setting with students with exceptionalities. Working under the direction of a teacher, the candidate will be paired with a student with an exceptionality, and in addition, will work with two other students with exceptionalities different from those in Practicum A. Upon successful completion of the practicum, the candidate will demonstrate capability in assisting students with exceptionalities such as behavioural, communications, intellectual/ developmentally delayed, physical and/or multiple exceptionalities.

Prerequisite courses: All previous courses CEED-101 to CEED-303

\$245.74 (includes materials fee – text extra) Practicum 120 hrs, Seminars 12 hrs.

Note: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

ABUSE AND FAMILY VIOLENCE CEED-501

Examine the complex factors and conditions that contribute to various forms of abusive situations within the family. The cyclical and transactive nature of violence within partner relationships and the resulting impact on the child will be addressed. Explore the various professional roles with respect to prevention and intervention, current community response initiatives, and family, methods of helping individuals develop conflict resolution skills for replacing dysfunctional patterns.

Requirement: Word or WordPerfect computer software

\$282.51 (includes materials fee – text extra) 48 hrs.

RACISM AND DISCRIMINATION**CEED-502**

This course will target racism and discrimination that are observed in the Canadian multiculturalism context. Learners are able to identify types of discrimination and racism based on our cultural values and find the connection between discrimination and society. We will also analyze sociological factors such as the media that could cause biases and prejudice. The objective of this course is to enhance the sensitivity and intolerance of the mistreatment based on racial or ethnic background and to consider how to handle these issues as occupational professionals and individuals in this pluralistic society. Minimum 60% passing mark. \$266.40 (includes materials fee – text extra) 45 hrs.

SURVEYING SOCIETY**CEED-503**

Everyday we receive hundreds of “targeted” messages. Messages crafted to appeal to a particular audience, a particular age group, a particular socio-economic background, and a particular class or race. This course examines how society came to be seen as a collection of often overlapping groups that can be questioned, sampled and surveyed to determine their preferences, their behaviours, and their voting and buying patterns. We explore how the creation of social data through modern surveying techniques informs not only disciplines like psychology and sociology, but also the creation of public policy and the running of modern political and marketing campaigns. In short, how social data is used to study and manipulate human action. \$266.40 (includes materials fee – text extra) 45 hrs.

PORTFOLIO APPROACH TO CAREER & EDUCATIONAL PLANNING**CEED-504**

This course facilitates personal growth through career and educational planning activities including self-assessment, reflection, and the production of an autobiographical essay, a career plan and educational plan. During this process students explore the social and economic trends in the workplace which have impacted on their life experiences and which will continue to impact the world of work. Students also have the opportunity to value, articulate, and document what they have learned outside the classroom through life experience. Each student produces a portfolio containing this documentation which may be used to seek college credit through the prior learning assessment process. \$282.51 (includes materials fee – text extra) 48 hrs.

COMMUNICATION FOR EA**CEED-109**

The student will study the basics of communication in the English language from word use to a well-developed essay. These concepts are fundamental to the understanding of written materials and the preparation of correspondence and reports in subsequent communications courses.

Requirement: MS Word for assignments and Adobe Acrobat Reader for some course files

\$282.51 (includes materials fee – text extra) 48 hrs.

CULTURAL DIVERSITY IN AN EDUCATIONAL SETTING**CEED-106**

This course examines opportunities and challenges presented to the EA within an increasingly diverse educational milieu and aims to raise knowledge base, cultural sensitivity and comfort level of the EA in furthering inclusivity in the class. Topics include: antiracism, multiculturalism and diversity; examine social political forces within a community and explore barriers to understanding and open communication, gain awareness of and develop skills in conflict resolution and transformation.

\$297.89 (includes materials fee – text extra) 42 hrs.

MATHEMATICS FOR EA**CEED-207**

This course provides students with the basic arithmetic skills required in everyday life. Students will learn fundamental algebra needed for further courses or programs where mathematics is applied.

Requirement: Word 2000 or higher computer software

\$266.40 (includes materials fee – text extra) 45 hrs.

COMMUNICATIONS IN EDUCATIONAL SETTING I**CEED-206**

Understanding the concepts of total communication and its use within special needs and/or classroom settings will help support the role of the Educational Assistant and their need for recognition of the barriers of hearing loss and how this can affect the learner. Total communication will focus on many combined elements including visual communication, hearing loss, body language interpretation and non-verbal communication.

\$297.89 (includes materials fee – text extra) 42 hrs.

ADAPTIVE TECHNOLOGY**CEED-301**

This course will continue to build on the use of educational software with the knowledge of adaptive software and devices used within the school setting. This will enable the Educational Assistant to increase their skill and ability to assist special needs children. The student will have the opportunity to become familiar with adaptive computer technology, both hardware and software and how they can be implemented to work in a classroom. Note: The student must have adequate computer skills (e.g. word processing, internet search) to be successful in this course.

Prerequisite: Computers In Education CEED-201

\$297.89 (includes materials fee – text extra) 42 hrs.

LEARNING STRATEGIES FOR EA**CEED-302**

This course is designed to help you better understand how YOU learn - and how YOU can “learn better”. It explores the various aspects of our brain, short and long-term memory, working memory, executive functions...the various learning styles we use – and how to effectively use them are presented. The key role that motivation plays in learning is developed. You will also learn about highly effective learning, reading, writing, organizational and study strategies. This very hands-on course will benefit you and the children with whom you work.

Expectation of students to work in a group situation and contribute to the Discussion Board

\$297.89 (includes materials fee – text extra) 42 hrs.

COMMUNICATIONS IN EDUCATIONAL SETTING II**CEED-305**

Prerequisite: Communications in Educational Setting I CEED-206

\$297.89 (includes materials fee – text extra) 42 hrs.

AUTISM SPECTRUM DISORDER**CEED-401**

This course provides educational staff with the tools needed to work successfully with children diagnosed with this complex condition. It is delivered by a team of professionals from school boards & Hamilton Health Sciences Corp., including autism authorities, Dr. Peter Szatmari and Dr. Lonnie Zwaigenbaun. A strong emphasis will be placed on communication, social skills, behavioural challenges, family, sensory & educational issues.

Prerequisites: Working Safely: Safe Care of Self/Others CEED-101, Foundations of Education CEED-103, Personal and Interpersonal Dynamics CEED-104, Computers in Education CEED-201, Classroom Skills CEED-202, Exceptionalities I CEED-203, Exceptionalities II: Communications CEED-204

Corequisites: Orientation to Schools and the Assistant Role and Seminars – Level I CEED-107, Orientation to Schools and the Assistant Role and Seminars – Level II CEED-108, EA Role Practicum A and Seminars CEED-303, Communications in Educational Setting II CEED-305, Exceptionalities III CEED-205

\$297.89 (includes materials fee – text extra) 42 hrs.

SUPPORTING ESL/ELD LEARNER**CEED-402**

This course will examine the appropriate classroom practices and practical strategies to address the social, cultural and language/communication needs of children who are new arrivals to Canada. This course should be taken in conjunction with an Orientation or a Practicum course.
\$297.89 (includes materials fee – text extra) 42 hrs.

LIFESKILLS AND JOB COACHING**CEED-403**

This course will focus on developing one's role as a job coach to assist the exceptional learner with basic life skills and employment readiness support. A focus on job preparation, essential employment skills, research and development of job opportunities for the exceptional individual will be key in providing guidelines to assist the exceptional young adult. Personal growth and social skills development will also play a key role in assisting for a successful job placement.
\$297.89 (includes materials fee – text extra) 42 hrs.

CRISIS INTERVENTION (IN-CLASS)**CYWP-308**

This course will prepare students to deal with the children and adolescents who are experiencing crisis. The focus of the course will be on crisis intervention theory and the application of that theory to a wide variety of crisis situations (developmental and situational crisis). This is advanced level course in which students will be expected to research various crises and illustrate their knowledge and their findings with fellow students through group discussions and role-playing. The student will pay particular attention to understanding and developing strategies to use with high-risk clients in crisis (in particular, suicidal clients). An emphasis on the importance of establishing a strong working alliance with high-risk clients will be presented.

\$189.85

See *Child and Youth Worker program p. 39* for the dates and times this course is offered.

Transportation**AUTOMOTIVE DAMAGE APPRAISAL****CEAB-900**

This is a required course for Autobody Mechanics Certificate Program. This course explains the methods and procedures for estimating flat rate schedules, labour rate computing, adjusting, forming discounts, garage owners' responsibilities, releases, report writing, business procedures, policy and refinishing. (Not offered in Spring session).

Monthly Intake, Online See *Monthly Intake Schedule p. 60*

\$331.51 (includes materials fee – text extra) 22 hrs.

AUTOMOTIVE SERVICE ADVISOR 1**CEAM-919**

Gain an overview of the role of the automotive service advisor. Learn to identify and maintain high standards of customer relations, and study sales techniques, interpersonal skills, effective communication, provincial legislation governing auto repair, and the effective use of labour rate guides.

\$234.85 (includes materials fee – text extra) 48 hrs.

AUTOMOTIVE SERVICE ADVISOR 2**CEAM-963**

In this advanced course, you will receive instruction in management techniques, delegation, team building, technician performance, staff relations, planning for safety, service bay use, management by objectives, and controlling expenses.

\$234.85 (includes materials fee – text extra) 48 hrs.

Business Writing**WRITING GRAMMATICALLY****CEBW-201**

This course explains the rules of English grammar in a comprehensive, easy-to-follow manner. Beginning with a review of parts of speech, the course provides an in-depth explanation of sentence structuring and culminates in a practical review of paragraphing.

\$329 (includes materials fee – text extra) 48 hrs.

BUSINESS WRITING STRATEGIES**CEBW-301**

Students are prepared to write basic business correspondence, resumés, short reports, and promotional materials. The writing and organizational skills developed in this course are useful to students in college courses as well as in the workplace.

\$329 (includes materials fee – text extra) 48 hrs.

DESKTOP PUBLISHING FOR BUSINESS USING WORD**CEIL-845**

For course description, see p. 75.

\$417.43 (includes materials fee – text extra) 64 hrs.

CRITICAL THINKING**CEBW-302**

This course gives you the opportunity to sharpen your critical thinking skills. It will help you to recognize how your own hidden assumptions, values and biases affect your decision making. In this collaborative environment, you will analyze the manipulative techniques used by individuals, vested interest groups and the media. You will learn how to identify false arguments and misleading arguments. Finally, you will have an opportunity to construct and evaluate your own arguments using critical and creative thinking strategies.

\$329 (includes materials fee – text extra) 48 hrs.

TECHNICAL COMMUNICATION**CEBW-303**

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

\$329 (includes materials fee – text extra) 48 hrs.

WRITING A PROPOSAL**CEBW-305**

Do you have ideas about products or operations that could benefit your business, but have no idea how to put them down as a concise and well constructed proposal? This course will provide you with the general guidelines for creating a professional proposal along with basic rules for formal business language. Students will learn how to construct and format their arguments to create effective proposals for any professional discipline.

\$329 (includes materials fee – text extra) 24 hrs.

WRITING A BUSINESS MANUAL**CEBW-306**

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

\$254 (includes materials fee – text extra) 24 hrs.

WRITING FOR THE WEB**CEBW-307**

This course introduces you to the increasingly influential area of web writing. You will consider the particular nature of web readership and the implications this has for writing style and document design. Elements of style to be considered include being concise, objective and persuasive in an Internet/HTML context. Content will be explained in terms of its integration with graphics and effective page layout.

\$254 (includes materials fee – text extra) 24 hrs.

WRITING SALES MATERIAL

This course examines the craft of persuasive writing as it is applied to sales letters and promotional material. You will learn to analyze the logical and rhetorical structure of effective sales material and to apply similar strategies to their own persuasive writing projects. The media's use of literary techniques, such as allusion and irony, will be examined, and you will practice the use of such techniques in persuading target audiences.
\$254 (includes materials fee – text extra) 24 hrs.

CEBW-308**WRITING A BUSINESS PLAN**

Writing a business plan is essential for your success as an entrepreneur. This course will help you to produce that plan. You will not be left to struggle with standardized forms that don't really fit your business idea, or with vague suggestions about how to proceed. At the end of this course you will have developed a complete business plan ready to implement your idea. This course will take you through the steps in preparing an effective business plan. It will help you clearly express your unique selling position, research market potential, develop customer profiles, prepare a financial plan with 12 and 24 month cash flow projections, as well as determine your initial advertising and promotion strategies.
\$254 (includes materials fee – text extra) 24 hrs.

CEBW-309**WRITING A MARKETING PLAN**

This course will help you establish, direct and coordinate your marketing efforts. Preparing a marketing plan forces you to assess what's going on in your marketplace and how it affects your business. It also provides a benchmark for later measurement. Often, simply embarking on the process of preparing a marketing plan guides you in developing a successful marketing strategy.
\$254 (includes materials fee – text extra) 24 hrs.

CEBW-310**Criminal Psychology****PRINCIPLES OF HUMAN BEHAVIOUR**

For course information, see our General Education section, p. 79

GNED-129**CRIMINAL PSYCHOLOGY – PSYCHOPATHIC MINDS**

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.
\$327.40 (45 hrs)

CEOL-200

DISTANCE LEARNING

For online courses, see our Distance Learning section, p. 60-95 or visit centennialcollege.ca/dl or e-mail distancelearning@centennialcollege.ca.

CRIMINAL PSYCHOLOGY II – CRIMINAL MINDS

Does rehabilitation really work for criminals? Do alcohol and drugs cause individuals to commit more crimes? What motivates cult members, racists and terrorists to commit acts of violence? This course further explores issues discussed in Criminal Psychology – Psychopathic Minds, and compares and explains psychological models as they relate to criminology.
\$322.40 (includes materials fee – text extra) 45 hrs.

CEOL-201**SEXUAL VIOLENCE**

Sexual violence is an ugly reality and a societal concern. This course will examine the many forms of sexual violence perpetrated by individuals. Students will study sexual violence in the context of male toward female, female toward male, as well as incest and child abuse in families. Reasons for sexually deviant behaviours (why individuals do what they do), and the latest approaches and strategies for treating both victims and perpetrators will be examined.
\$322.40 (includes materials fee – text extra) 45 hrs.

CEOL-202**DOMESTIC AND WORKPLACE VIOLENCE**

This course examines family, school yard and workplace violence. Issues such as how and why codependency exists, the battered wife syndrome and abusive males will be addressed. Students will also examine why bullying exists in schools, and why confrontation can escalate into violence in the workplace. Strategies for dealing with domestic, schoolyard and workplace violence will be explored. Conflict resolution strategies will be developed.
\$322.40 (includes materials fee – text extra) 45 hrs.

CEOL-203**CULTS AND TERRORISM**

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.
\$322.40 (includes materials fee – text extra) 45 hrs.

CEOL-204**CO-DEPENDENCY AS AN ADDICTION**

This course provides an overview of how individuals can become addicted to others and relationships. It will examine the personalities of abusers and those who are abused. How individuals with complimentary personality disorders unite and form bonds will be examined. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point of this course. Students will learn how individuals with codependent personalities can become capable of breaking free from the cycle many get caught in.
\$322.40 (includes materials fee – text extra) 45 hrs.

CEOL-205**Project Management****INTRODUCTION TO PROJECT MANAGEMENT**

This course provides the student with an overview of the field of project management. The basic principles of general project management that are covered include creation of work breakdown structures, using network diagrams and Gantt charts, preparing budgets, controlling resources, and project termination. The techniques are based on a study of the typical project lifestyle.
\$343.51 (includes materials fee – text extra) 48 hrs.

CEMG-940

Note: You can register anytime and start this course at the beginning of the following month (monthly intake).

PROJECT MANAGEMENT SCHEDULING SOFTWARE

Managing vast amounts of information is both time consuming and limiting when processed manually. Project software that substantially increases the information procession capability of the Project Manager, allows work to be completed more efficiently. By learning to use a typical project management software program (MS Project 2000) the student becomes familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting.

CEMG-941

Prerequisite: Introduction to Project Management CEMG-940
Software required: MS Project 2003

\$343.51 (includes materials fee – text extra) 48 hrs

Note: You can register anytime and start this course at the beginning of the following month (monthly intake).

PROJECT DEFINITION AND PLANNING

This course focuses on the critical first phase of project definition and subsequent identification to the planning process. Topics include problem identification, systems analysis, scope, creativity and competition, definition process, evaluation and selection, planning cycle, project planning master plans/implementation plans and work breakdown structures

CEMG-942

Prerequisite: Introduction to Project Management CEMG-940

\$343.51 (includes materials fee – text extra) 48 hrs.

PROJECT MANAGEMENT AND THE HUMAN INTERFACE

In addition to understanding and employing project management tools and techniques, the project manager and project management staff must have the human relation skills necessary to lead a project through initiation, implementation and termination. This course explores various leadership techniques necessary to control the human dynamic within the project lifecycle. Through a series of workshops and exercises, students study the dynamics of politics, team building, leadership and conflict control. Upon completion of this course, students understand the importance of blending sound project management techniques with effective leadership skills.

CEMG-943

Prerequisite: Introduction to Project Management CEMG-940

\$343.51 (includes materials fee – text extra) 48 hrs.

PROJECT RISK CONTROL AND QUALITY MANAGEMENT CEMG-944

The management of risk in projects is an organized approach to identifying, analyzing and preparing for likely risk exposure. This course provides students with the basic knowledge to analyze and minimize risks in projects, prepare contingency plans and respond to events by implementing the plans if necessary. Quality management is the process to ensure that the project deliverables satisfy the client's needs. Techniques to plan for and control quality are covered, which in many cases will eliminate or minimize the risks inherent in a project. The material covered builds on the Introductory and Planning/Definition courses and deals with issues in both private and government organizations.

Prerequisite: Introduction to Project Management CEMG-940

\$343.51 (includes materials fee – text extra) 48 hrs.

CONTRACTING & PROCUREMENT IN PROJECT MANAGEMENT CEMG-945

Projects are by definition a unique endeavour and, as a result, there are normally legal considerations that affect the implementation of a project. This course examines the tendering process, contract management and intellectual property. Students study legal procedures from a theoretical and practical standpoint and learn to prepare key documents such as specifications, bid packages, evaluation documents and contracts. A key aspect of this course is developing an understanding for the practical limits of the legal process and strategies for avoiding this process.

Prerequisite: Introduction to Project Management CEMG-940

\$343.51 (includes materials fee – text extra) 48 hrs.

DIRECTED STUDIES IN PROJECT MANAGEMENT CEMG-946

This is the final course taken by the student in the Project Management Certificate Program. The course is intended to consolidate all previous knowledge gained and to apply this knowledge by completing a single project with all related project documentation. This is a self-study course that is guided by an assigned instructor who monitors the progress of the student.

Prerequisites: Project Management Scheduling Software CEMG-941, Project Definition and Planning CEMG-942, Project Management & the Human Interface CEMG-943, Project Risk Control and Quality Management CEMG-944, Contracting & Procurement in Project Management CEMG-945

\$343.51 (includes materials fee – text extra) 48 hrs.

PROJECT MANAGEMENT PROFESSIONAL EXAM PREP CEOA-300

For course description and dates and times course is offered see p. 78.

Food Service Worker

Following Course Offerings: Online, Semester intake See semestered schedule p. 60.

ROLE OF THE FOOD SERVICE WORKER FW-101

Examine the role of the food service worker within the long-term care system and the role and relationship of food services to the facility. Also, examine ethical issues, standards of conduct, legislation, quality improvement and management functions.

\$241.85 (includes materials fee – text extra) 30 hrs.

COMMUNICATIONS AND HUMAN RELATIONS FW-102

Develop the effective written and verbal communication skills needed to interact with clients, managers and co-workers as individuals and in groups.

\$241.85 (includes materials fee – text extra) 30 hrs.

SANITATION AND SAFETY FW-103

Explore sanitary food handling techniques and food server safety procedures to minimize the risk of food-borne illness. Also examine accident prevention through proper body mechanics and the creation of a safe work environment.

\$241.85 (includes materials fee – text extra) 30 hrs.

NUTRITION AND HEALTH FW-104

Examine the basic principles of nutrition, the nutritional requirements throughout the life cycle and the rationale and importance of therapeutic diets. Use the Nutritional Care Manual (ODA/OHA) and receive a copy of Canada's Food Guide.

\$322.40 (includes materials fee – text extra) 30 hrs.

KITCHEN EQUIPMENT AND FOOD PREPARATION FW-105

Explore the principles and production of quantity food preparation. Examine safe food handling techniques and the proper procedures for the operation, cleaning and maintenance of selected kitchen equipment.

Prerequisites: Role of the Food Service Worker FW-101, Communication and Human Relations FW-102, Sanitation and Safety FW-103, Nutrition and Health FW-104

\$322.40 (includes materials fee – text extra) 30 hrs.

Geographic Information Systems

Following Course Offerings: Online, Semestered intake See semestered schedule p. 60.

INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS CEGI-101

An overview of the fundamental concepts and terminology and the role of GIS in business, government, surveying and natural resources. The course will cover the collection, management, analysis and presentation of spatial data. Additional topics will include concepts of database systems, data modeling and digital mapping.

\$316.29 (includes materials fee – text extra) 42 hrs.

GIS SOFTWARE – ARCVIEW CEGI-102

At the end of this course, the student should be able to create data in ArcView, to query and manipulate data; geocode addresses; perform spatial analyses, produce map outputs and charts. Included with the book is a fully functioning 180 day trial version of ArcView 9 software on CD-ROM with data for the book's exercises.

Prerequisite: Introduction to Geographic Information Systems CEGI-101

Software Required: 180 day trial version of ArcView 9 software on CD ROM accompanies the textbook.

Note: The ArcGIS educational edition requires the Microsoft Windows 2000, Windows NT (Service Pack 6a) or Windows XP operating system. Hardware requirements: a minimum 450 Mhz processing speed; 128 MB RAM, although 256 MB are recommended; 800 MB hard disk space, including 50 MB on the operating system drive; an additional 215 MB hard disk space is required for the exercise data.

\$316.29 (includes materials fee – text extra) 42 hrs.

REMOTE SENSING CEGI-103

This course is designed to teach principles and applications of remote sensing at the introductory level. This science, which looks at the Earth from above, has made strides into commonplace use in recent times and the applications are useful to many professions including planners, environmental scientists, real estate, agriculture and many others. At the end of the course, the student should understand the basic principles of remote sensing, know how to use software to manipulate image data and perform preliminary interpretation of this data.

Prerequisite: Introduction to Geographic Information Systems CEGI-101

Software Required: Students need to purchase software Idrisi Kilimanjaro from Clark Labs in Massachusetts (<http://www.clarklabs.org/Home.asp>). A Student Starter version is available for \$95 USD. Students can purchase and download their copy online (<http://www.clarklabs.org/Order.asp?cat=2&p=idrisi>)

\$316.29 (includes materials fee – text extra) 42 hrs.

INTERNET MAPPING CEGI-104

Various types and variations of Internet Mapping will be discussed. Various ways of acquiring, analyzing and converting data for your Internet Map Project, Geographic Markup Language, Web Map Service and Web Feature Service Standards will be studied. Open-source and commercial solutions to serving geographical data and common tasks, pitfalls and issues involved in creating maps will be examined.

\$316.29 (includes materials fee – text extra) 42 hrs.

DESIGNING, MANAGING/IMPLEMENTING A GIS**CEGI-105**

This course provides a foundation for designing and maintaining a geographic information system. It also familiarizes the student with existing databases, standards and industry best practices for data management.

Prerequisite: Access CEMS-985, Access Advanced CEMS-987, Introduction to Geographic Information System CEGI-101

Software Required: MS Office, MS Access, Adobe Acrobat Reader (free download at <http://adobe.com>)

\$316.29 (includes materials fee – text extra) 42 hrs.

GLOBAL POSITIONING SYSTEMS**CEGI-106**

This course will start with an overview of GPS, history of GPS and GPS Applications. The course will cover GPS Fundamentals of Satellite Navigation (How GPS Works, GPS Signal Structure, GPS and Time, Pseudo ranging, Carrier Phase Ranging, Error Budget, Differencing). Also covered will be types of Receivers, Geoid Modeling, Vertical Positioning, Mission Planning, Glonass System, and GPS Markets and Applications. The course will finish with future trends in GPS.

\$316.29 (includes materials fee – text extra) 42 hrs.

Home Inspection**AIR CONDITIONING AND HEAT PUMPS INSPECTION****CEHI-101**

Emphasis is on cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques.

\$359 (includes materials fee – text extra) 42 hrs.

COMMUNICATION/PROFESSIONAL PRACTICES**CEHI-102**

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.

\$359 (includes materials fee – text extra) 42 hrs.

ELECTRICAL INSPECTION**CEHI-103**

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.

\$359 (includes materials fee – text extra) 42 hrs.

EXTERIOR INSPECTION**CEHI-104**

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. Learn to describe the exterior wall coverings and inspect all aspects of the exterior named above.

\$359 (includes materials fee – text extra) 42 hrs.

HEATING INSPECTION I**CEHI-105**

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.

\$359 (includes materials fee – text extra) 42 hrs.

HEATING INSPECTION II**CEHI-106**

This subject covers vent systems, flues, chimneys, and fireplaces, other wood heating appliances, and steam and electric heating systems. Students apply knowledge of these systems to the role of home inspector.

Prerequisite: Heating Inspection I CEHI-105

\$359 (includes materials fee – text extra) 42 hrs.

INTERIOR/INSULATION INSPECTION**CEHI-107**

Focus 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.

\$359 (includes materials fee – text extra) 42 hrs.

PLUMBING INSPECTION**CEHI-108**

This subject prepares students to inspect, the interior water supply and distribution systems (including fixtures and faucets) in a residential dwelling, as well as water heating equipment and drain/vent/waste systems and their related fixtures.

\$359 (includes materials fee – text extra) 42 hrs.

ROOFING INSPECTION**CEHI-109**

The emphasis 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.

\$359 (includes materials fee – text extra) 42 hrs.

STRUCTURAL INSPECTION**CEHI-110**

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.

\$359 (includes materials fee – text extra) 42 hrs.

Logistics Management**INTRODUCTION TO LOGISTICS MANAGEMENT****TRAN-901**

This course focuses on the principles and practices of logistics management, explores the emergence of logistics as a major component of corporate success and examines the intricacies of, and inter-relationships between, various logistics systems. The emerging importance of logistics in both the public and private sectors is also studied.

\$549 (includes materials fee – text extra) 45 hrs.

INTEGRATED LOGISTICS MANAGEMENT**TRAN-903**

Study the cross-functional processes within the logistics supply chain and the impact of transportation systems. Examine the role of the supply chain as a determining factor in corporate strategy. Relationship management of, and within, the transactional processes will be examined environmental issues in transportation management will be reviewed.

Prerequisite: TRAN-901

\$549 (includes materials fee – text extra) 45 hrs.

TRANSPORTATION LAW**TRAN-916**

Designed as an introduction or "survey" course for many issues that you will encounter in courses that deal with transportation law. Examine the roots of Canadian law, develop an understanding of the concepts of common and statute law, the Canadian Constitution, and the Canadian Court system. You will then journey through the Law of Torts (Civil Wrongs) and contracts and discuss Sales of Goods Law, Employment Law, Maritime Law and Conflicts of Law.

\$549 (includes materials fee – text extra) 45 hrs.

TRANSPORTATION MANAGEMENT**TRAN-912**

Study the importance of transportation and the necessary investment in transportation processes in controlling costs and improving customer service. Examine the economic role of transportation in Canada, and the impact of deregulation on tariffs and transit times. Intermodal and terminal services in the competitive market will be studied. Also included are fleet management, lease/buy fleet options, third party transportation alternatives, Truck Load (TL) and Less Than Truck Load (LTL) operations, due diligence, road safety, transportation audits, training & education. Review relationship between transportation and the components of a complete logistics system.
\$549 (includes materials fee – text extra) 45 hrs.

TRAFFIC AND TRANSPORTATION**INTL-231**

This course provides a study of traffic and transportation and provides a background to the administration and control of traffic and transportation in a global environment. Emphasis will be placed on the role of the freight forwarder, the different modes of traffic and transportation, insurance, packing, quotations, commercial documentation and international payments.
\$549 (includes materials fee – text extra) 45 hrs.

Medical Transcriptionist**MICROSOFT WORD****CEMS-981**

For course description and dates and times course is offered see p. 78.

BUSINESS COMMUNICATIONS**BUSN-333**

For course description and dates and times course is offered see p. 73.

The following course offerings are online, semester intake, see semestered schedule p. 60.

MEDICAL TERMINOLOGY**CEIL-890**

This course is designed to help develop the ability to read, spell, and comprehend medical terms and medical diagnoses as they apply to each of the body systems. Elements of medical terms and medical abbreviations are included.
\$306.29 (includes materials fee – text extra) 42 hrs.

MEDICAL KEYBOARDING**CEIL-876**

In this course students will become familiar with beginning medical keyboarding, advanced keyboarding, medical language, grammar and office skills. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter in their course or on-the job, and will improve their keyboarding speed and accuracy. The types of medical reports students will learn to format include consultation reports, pathology reports, history and physical examination reports, operative reports, and SOAP notes. An introduction to Medical Transcription is included. This course is the preparation course for the Introduction to Medical Transcription.

Prerequisite: Medical Terminology CEIL-890

\$306.29 (includes materials fee – text extra) 42 hrs.

INTRODUCTION TO MEDICAL TRANSCRIPTION**CEIL-872**

Students are introduced to Medical Transcription. The book and practice software create a simulation approach, giving learners a working knowledge of the medical reports most commonly used in hospital and ambulatory care settings. Transcribe a variety of reports from inpatient case studies taken from actual medical reports. Organized by body system, reports transcribed include history and physical examination, operative, pathology, radiology, and discharge summary. Numerous accents are heard in the audio files, allowing students to broaden their comprehension of dictated reports.

Prerequisites: Medical Terminology CEIL-890, Business Communications BUSN-333/CEBS-908, Medical Keyboarding CEIL-876

\$315.40 (includes materials fee – text extra) 45 hrs.

Note: transcription playback software will be a free download from the internet. (Traditional equipment will be simulated.)

ADVANCED MEDICAL TRANSCRIPTION**CEIL-873**

This course provides relevant, realistic learning materials for advanced medical transcriptionists. This is considered the ‘finishing’ course for Medical Transcription. Lessons are organized by medical specialty, including an overview of the specialty, relevant abbreviations, anatomic illustrations, important terminology and pronunciations, transcription tips, and useful web links. Audio transcription exercises are also available for practice with live dictation.

Prerequisite: Introduction to Medical Transcription CEIL-872

\$315.40 (includes materials fee – text extra) 45 hrs.

MEDICAL OFFICE PROCEDURES**CEIL-874**

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.

\$315.40 (includes materials fee – text extra) 45 hrs.

HEALTH RECORDS MANAGEMENT**CEIL-875**

Designed to study the record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, qualitative analysis, release of information, forms control and design, indexes and registers, reimbursements, regulatory and accrediting agencies, and alternate health care delivery systems.

\$284.07 (includes materials fee – text extra) 36 hrs.

MEDICAL OHIP BILLING**CEIL-889**

Learn to apply the basic principles of Health Claim billing as outlined in the MOH (Ontario) “Schedule of Benefits” to complete Health Claim cards for manual billing and reconciliation of accounts. In addition, learn to input Health Number billing on a computerized system.

Prerequisite: Medical Terminology CEIL-890

\$306.29 (includes materials fee – text extra) 42 hrs.

HOW TO START A SMALL BUSINESS**CEBS-870**

This course will guide the businessperson through the process of setting up a business. Content areas include feasibility study, forms of ownership, financing, operations, marketing plans and personal skills. In short, this course will help transform your business idea into a functional business.

\$246.85 (includes materials fee – text extra) 30 hrs.

Software Specialist**OFFICE PROCEDURES****CEIL-870**

This course helps the student acquire practical and transferable office administration skills, attitudes, behaviours and knowledge, which can be valuable in obtaining and retaining careers in today's fast-changing office environment. Topics covered include Internet research and e-mail messages; managing time and stress; telecommunications; office reception and customer service; planning meetings and travel arrangements; handling the office mail; and document management.

\$306.29 (includes materials fee – text extra) 42 hrs.

Legal Office Assistant

LEGAL TERMINOLOGY

CEIL-880

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.
\$306.29 (includes materials fee – text extra) 42 hrs.

LEGAL OFFICE PROCEDURES

CEIL-881

This course is designed to develop basic knowledge of the legal secretary/assistant's clerical and practical duties required in a law office. Content includes reception/client relations, effective communications and basic legal documentation used in all areas of law. Students will also enhance their 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.

Prerequisite: recommend completion of Legal Terminology

\$306.29 (includes materials fee – text extra) 42 hrs.

INTRODUCTION TO ADMINISTRATIVE LAW PROCESS

CEIL-882

Principles of the administrative law and the role of regulatory agencies are introduced. Understanding the intervention by the courts in this process by way of judicial review and appeal broadens and enhances the student's knowledge of the litigation process.

\$306.29 (includes materials fee – text extra) 42 hrs.

INTRODUCTION TO LAW IN SOCIETY

CEIL-883

This course introduces you to the historical background and development of law. The impact of society and cultural groups, as well as the process of developing and implementing laws, is covered. The structure and function of the Ontario Law Society is introduced. There is also an introduction to the court system, administration tribunals and agencies. You are encouraged to discuss topical issues and current legal problems.

\$306.29 (includes materials fee – text extra) 42 hrs.

Medical Office Assistant

The following course offerings are online, semester intake, see semestered schedule p. 60.

MEDICAL OFFICE PROCEDURES

CEIL-874

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.

\$315.40 (includes materials fee – text extra) 45 hrs.

MEDICAL TERMINOLOGY

CEIL-890

This introductory course will acquaint you with the Canadian legal system and the different types of business organizations. Topics include the Canadian charter or rights and freedoms, torts, contracts and consumer protection legislation.

\$306.29 (includes materials fee – text extra) 45 hrs.

WORKING AND COMMUNICATING IN A MEDICAL SETTING

CEIL-891

This course will introduce successful verbal and non-verbal communication skills, communication systems, telephone skills, ethical behaviour, including of a hospital chart and written documentation (charting).

\$306.29 (includes materials fee – text extra) 42 hrs.

PHARMACOLOGY FOR THE MEDICAL OFFICE

CEIL-892

This 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. The course is open to people currently employed or aspiring to employment in health-related areas.

\$306.29 (includes materials fee – text extra) 42 hrs.

MEDICAL CONDITIONS FOR MEDICAL OFFICE STAFF

CEIL-893

This course is designed to assist in developing an understanding of common diagnostic tests, medical conditions and treatments as they apply to each body system. It will help to make sense of common conditions encountered everyday in a variety of health care settings. This course is open to people currently employed or aspiring to employment in health-related areas.

\$306.29 (includes materials fee – text extra) 42 hrs.

MEDICAL OHIP BILLING

CEIL-889

Learn to apply the basic principles of health claim billing as outlined in the MOH (Ontario) "schedule of benefits" to complete health claim cards for manual billing and reconciliation of accounts. In addition, learn to input health number billing on a computerized system.

Prerequisite: Medical Terminology CEIL-890

\$306.29 (includes materials fee – text extra) 42 hrs.

UNDERSTANDING MEDICAL TESTS FOR MEDICAL OFFICE STAFF

CEIL-894

This course has been designed for medical office professionals to assist in developing an understanding of common medical tests related to a wide variety of body systems. The course is open to people currently employed in health-related areas or who hope to be in the future.

\$321.29 (includes materials fee – text extra) 42 hrs.

UNDERSTANDING SURGICAL PROCEDURES

FOR MEDICAL OFFICE STAFF

CEIL-895

This course has been designed for medical office staff to review a wide variety of surgical procedures that commonly occur in the hospital setting. This course is open to people currently employed in health related areas or hope to do so in the future.

\$321.29 (includes materials fee – text extra) 42 hrs.

DENTAL TERMINOLOGY

CEIL-897

Review common dental terminology. Designed to help prepare individuals to work in dental offices or enter a career in dental assisting.

\$284.07 (includes materials fee – text extra) 36 hrs.

For course dates and times course is offered see p. 60.

VETERINARY OFFICE SKILLS AND PROCEDURES

CEIL-898

Learn administrative and clerical procedures specific to the veterinary medical office practice. Included are reception, appointment scheduling, telephones skills and procedures. This course will stress the importance of proper preparation of veterinary records. Develop an understanding of invoicing, basic computer skill and will learn how to function in a professional manner within a veterinary setting.

\$306.29 (includes materials fee – text extra) 36 hrs.

For course dates and times course is offered see p. 60.

VETERINARY TERMINOLOGY

CEIL-899

Focus on terminology specific to the veterinary office and develop the necessary language skills to communicate effectively within this setting. Word structure and terminology are studied to ensure that those working in the veterinary profession understand the doctor, their peers and clients.

\$315.40 (includes materials fee – text extra) 36 hrs.

For course dates and times course is offered see p. 60.

Professional Writing

The following course offerings are online, semester intake, see semestered schedule p. 60.

WRITING FOR PUBLICATIONS I

CEWR-101

The general objective of this course is to introduce you to creative writing and the publishing process. You will follow the various steps of manuscript preparation, including conferencing, editing and proofreading. You'll examine the writer's craft using a wide range of professional works as models.
\$359 (includes materials fee – text extra) 45 hrs.

WRITING FOR PUBLICATIONS II

CEWR-102

Building on CEWR-101, this course focuses on the publishing process with emphasis on the Canadian magazine trade. You will be encouraged to develop your ideas into acceptable compositions and to approach suitable publishers for your work. You will also analyze Canadian journals and magazines to discover markets for your work and career opportunities for writers.

Prerequisite: Writing For Publications I CEWR-101

\$359 (includes materials fee – text extra) 45 hrs.

GRAMMAR FOR WRITING PROFESSIONALS

CEWR-103

Grammar for Writing Professionals aims to provide you with a thorough knowledge of the editing and proofreading process. Potential editors, writers and proofreaders will find this course particularly helpful. You will gain experience recognizing and correcting errors in accordance with accepted Canadian standards. The course also emphasizes the importance of working as part of an editing team to help produce acceptable full-length manuscripts.

\$359 (includes materials fee – text extra) 45 hrs.

POETRY WRITING

CEWR-201

Poetry writing provides skills necessary for the creation, development, and marketing of publishable poems. Participants will receive a printed and bound collection of their best works.

\$359 (includes materials fee – text extra) 45 hrs.

SCIENCE FICTION

CEWR-202

Science Fiction shows you other worlds; it describes possible future societies and the problems lurking ahead. It also shows how human beings can and do create these future worlds – that our future is in our hands. Science fiction stands as “a bridge between science and art, between the engineers of technology and the poets of humanity”.

\$359 (includes materials fee – text extra) 45 hrs.

WRITING SHORT STORIES

CEWR-203

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

\$359 (includes materials fee – text extra) 48 hrs.

ROMANCE WRITING

CEWR-204

Romance Writing explores the art and craft of writing for the romance fiction market. Through examples and exercises, you will develop your skills for creating plots, wonderful settings, real characters, and satisfying romances. You will be encouraged to prepare your work for publication in this unique and exciting field.

\$359 (includes materials fee – text extra) 45 hrs.

WRITING CHILDREN'S LITERATURE

CEWR-205

The general objective of this course is to introduce you to the publication of children's literature in Canada. You will examine a wide variety of literary selections and prepare a portfolio of your own work, including fiction (both realistic and fantasy), poetry and non-fiction. This course will focus on writing for a primary and grade school readership.

\$327.40 (includes materials fee – text extra) 45 hrs.

Translation in the Workplace – English to French

TRANSLATION IN THE WORKPLACE 1

CEEF-101

You will learn the translation skills for professional purposes in the workplace. English to French translation is a skill which must be acquired through training. Specifically, you learn and use translation skills to construct grammatically correct sentences, thus ensuring a high level of accuracy and appropriate syntax. Tasks include translating memos, reports, letters, e-mails, mission statements and other documents from English to French.

Prerequisite: French Proficiency Certificate or equivalent

\$250.85 (includes materials fee – text extra) 30 hrs.

TRANSLATION IN THE WORKPLACE 2

CEEF-102

This course is a continuation of Level 1 and you will learn additional translation skills that will enable you to avoid the many pitfalls of translating documents from English to French in the workplace. You will receive feedback on the translation of business documents within the workplace.

Prerequisite: Translation In The Workplace 1 CEEF-101

\$250.85 (includes materials fee – text extra) 30 hrs.

TRANSLATION IN THE WORKPLACE 3

CEEF-103

This course is a continuation of level 2. You will learn additional translation skills that will enable you to avoid the many pitfalls of translating documents from English to French in the workplace. As well, you will receive feedback on the translation of business documents within the workplace.

Prerequisite: Translation In The Workplace 2 CEEF-102

\$250.85 (includes materials fee – text extra) 30 hrs.

TRANSLATION IN THE WORKPLACE 4

CEEF-104

This course is a continuation of level 3 and you will learn additional translation skills that will enable you to avoid the many pitfalls of translating documents from English to French in the workplace. As well, you will receive feedback on the translation of business documents within the workplace.

Prerequisite: Translation In The Workplace 3 CEEF-103

\$250.85 (includes materials fee – text extra) 30 hrs.

TRANSLATION IN THE WORKPLACE 5

CEEF-105

This is the final course in the Translation in the Workplace Certificate. You will learn translation skills not yet covered in the earlier courses. You will receive feedback on your translation of business documents within the workplace.

Prerequisite: Translation In The Workplace 4 CEEF-104

\$250.85 (includes materials fee – text extra) 30 hrs.

Thanatology

INTRODUCTION TO THANATOLOGY

CETH-101

This course introduces students to thanatology; the study of death and dying. Students will develop an understanding of the broad, interdisciplinary nature of thanatology and will explore personal attitudes and experiences of death. Current issues and topics in thanatology such as near death experiences, death in the arts and media and the business of the funeral industry will also be explored.

\$270 (includes materials fee – text extra)

RELIGIOUS BELIEFS/TRADITIONS AND CUSTOMS OF DEATH

CETH-102

This course will explore attitudes towards death and the death rituals and ceremonies of world religious traditions, including Hinduism, Judaism, Christianity, Islam and Buddhism. Students will also explore the religious attitudes and beliefs concerning immortality and life after death.

\$270 (includes materials fee – text extra)

MOURNING, GRIEF AND BEREAVEMENT REACTIONS AND RESPONSES TO DEATH

CETH-103

\$270 (includes materials fee – text extra)

COPING WITH DEATH – COUNSELLING/SUPPORT GROUPS AND ALTERNATE THERAPIES

CETH-104

\$270 (includes materials fee – text extra)

COMMUNICATION STRATEGIES AND SUPPORT OF THE TERMINALLY ILL

CETH-105

\$270 (includes materials fee – text extra)