



## CTS COURSE SUMMARIES

### AGRICULTURE

#### AGR3000 – Agriculture Safety

Students recognize and assess the hazards and manage the risks of working in agriculture.

### CAREER AND TECHNOLOGY STUDIES

#### CTR1010 – Job Preparation

Students develop successful employment search skills and a personal employment search portfolio.

#### CTR2310 – Career Directions (myBluePrint)

Students build on work done in CALM to update their learning/career plan, to enhance their career tool kit, and to update their action plan for strengthening essential competencies and learning capacity. This course uses myBluePrint which is a career builder site that helps students gain the information and knowledge they need.

#### CTR3310 – Career Directions – Transitions

Students build on work done in CTR2310: Career Directions—Expansion to update their learning/career plan, and to ensure their career tool kit can support them as they make the transition from high school into the workplace or post-secondary learning

### COMMUNICATION TECHNOLOGY

#### COM1005 – Visual Composition

Students learn to employ fundamental elements and principles of design for various media and gain a strong foundational multidisciplinary experience in preparation for other Communication Technology courses.

#### COM1205 – Photography – Introduction

##### ***(Prerequisite-COM1005: Visual Composition)***

Students develop essential skills in camera use with a focus on basic composition, set-up and examination of exposure. Students operate a camera to capture images and produce final display proofs.

#### COM1215 – Photography – Exposure

##### ***(Prerequisite-COM1005: Visual Composition)***

Students learn the technical and creative uses of aperture, shutter speed and ISO, and demonstrate how combinations of the three elements give very different results. Students also discover how a correct exposure is obtained through the combination of shutter speed, aperture and ISO, which make up the photographic triangle.

COM1255 – E-Learning & Learning Management

***(Compulsory for new online students)***

Students explore the elements of e-learning within a learning management system. They explore the appropriate use of tools and skills required to successfully implement an e-learning plan and evaluate their readiness to form educational relationships that will cross time and distance.

COM1275: Photography — Digital Processing 1

***(Prerequisite-COM1005: Visual Communication)***

Students learn the fundamentals of consumer-based digital image acquisition, management, composition, manipulation and editing software to improve image composition.

COM2205 – Photography – Composition

***(Prerequisite-COM1205: Photography-Introduction)***

Students expand their photography skills including composition, exposure, basic lighting, camera operation, image processing and proofing, and display.

COM3225: Photography – Colour

***(Prerequisite-COM1205: Photography – Introduction)***

Students are introduced to various techniques used to create high-quality colour photographs through understanding the process, parameters and issues that arise when working on colour photographs.

## COMMUNITY CARE SERVICES

CCS3110 – Early Learning & Child Care 1

Students investigate the roles and responsibilities of a child care worker, and develop communication, observation and skills for guiding behavior.

CCS3120 – Early Learning & Child Care 2

***(Prerequisite-CCS3110: Early Learning & Child Care 1)***

Students will develop skills to assist in promoting the physical, intellectual and language development in children from birth to age six.

CCS3130 – Early Learning & Child Care 3

***(Prerequisite-CCS3120: Early Learning & Child Care 2)***

Students will develop skills to assist in promoting the social-emotional and creative development with children from birth to age 6. Students also will examine the development of learning through play.

CCS3140 – Early Learning & Child Care 4

***(Prerequisite-CCS3130: Early Learning & Child Care 3)***

Students will examine family dynamics and issues, as well as the cultural diversity of the children and families under their care. Students also will develop skills to support and promote the cultural identity of children.

### CCS3150 – Early Learning & Child Care 5

#### ***(Prerequisite-CCS3140: Early Learning & Child Care 4)***

Students will learn appropriate practices related to routines in a child care program. Students will also plan for the health, safety and well-being of children in child care programs.

### CCS3030 – Aging

#### ***(Prerequisite-HSS1010: Health Services Foundations)***

Students examine principles of care related to aging and gain an appreciation for the contributions seniors can make to the health and wellness of other individuals and communities. Students develop the attitude, knowledge and skills related to the care of older adults. The impact of aging on the individual is explored and students gain an appreciation for resources available to help individuals maintain independence and to assist their family, peers and community.

## **COMPUTING SCIENCE**

### CSE1010 – Computer Science 1

Students explore hardware, software and processes. This includes an introduction to the algorithm as a problem-solving tool, to programming languages in general and to the role of programming as a tool for implementing algorithms.

### CSE1110 – Structured Programming 1

Students are introduced to a general programming environment in which they write simple structured algorithms and programs that input, process and output data, use some of the more basic operators and data types, and follow a sequential flow of control.

### CSE1120 – Structured Programming 2

#### ***(Prerequisite-CSE1110: Structured Programming 1)***

Students work with structured programming constructs by adding the selection and iteration program control flow mechanisms to their programming repertoire. They write structured algorithms and programs that use blocks to introduce an element of modularity into their programming practice.

### CSE2140 – Second Language Programming 1

#### ***(Prerequisite-CSE1120: Structured Programming 2)***

Students who have mastered the basics of one programming language are given the opportunity to learn the basics of another. Designed for students who have learned how to write structured and/or modular programs in a more accessible programming environment, this course gives students an opportunity to develop a similar skill set in a more demanding language. In the process, they have a further opportunity to hone their structured and modular programming skills.

### CSE1910 – CSE Project A

Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

## DESIGN STUDIES

### DES1010 – Sketch, Draw & Model

Students are introduced to observational sketching, drawing and modelling, and to a selection of basic materials and tools and their uses. Students also develop skills that can be applied to the field of design.

### DES1020 – The Design Process

Students develop an understanding of design problems through research and select, generate and evaluate possible solutions.

### DES1030 – 2-D Design 1

#### ***(Prerequisite-DES1020: The Design Process)***

Students develop skills and techniques for 2-D design by using tools, materials and processes common to 2-D design to complete a variety of project activities.

### DES1060 – Technical Design & Drafting

Students develop basic knowledge, skills and techniques to draft drawings for visualizing and illustrating simple design problems.

## FINANCIAL MANAGEMENT

### FIN1010 – Personal Financial Information

Students explore concepts that affect the finances of an individual, including a code of conduct, the economic environment, acquiring and using financial resources and the effects of government legislation.

### FIN1015 – Accounting Prep

Students are introduced to accounting and terminology unique to financial accounting. They become familiar with financial statements, generally accepted accounting principles and how to prepare for the process of starting up a business.

### FIN1020 – Accounting Cycle 1

#### ***(Prerequisite-FIN1015: Accounting Prep)***

Students are introduced to the accounting cycle for a service business. They will analyze and record business transactions up to trial balance for the fiscal period of a business using terminology unique to financial accounting.

### FIN1030 – Accounting Cycle 2

#### ***(Prerequisite-FIN1020: Accounting Cycle 1)***

Students complete the accounting cycle for a service business, preparing financial statements and closing accounts. They also will explore other factors of a business, including budgets.

## FOODS

### FOD1010 – Food Basics

Students learn safe and sanitary food handling procedures, equipment care, comprehension of recipes and the importance of efficient work habits.

### FOD1020 – Contemporary Baking

#### **(Prerequisite-FOD1010: Food Basics)**

Students develop and demonstrate an understanding of traditional and contemporary baking focusing on basic measuring techniques, preparation methods, role of ingredients and the proper use of equipment for baked goods.

## HUMAN AND SOCIAL SERVICES

### HCS1050 – Musculoskeletal System

#### **(Prerequisite-HSS1010: Health Services Foundations)**

Students explore the structure and function of the musculoskeletal system, gain an understanding of conditions of the musculoskeletal system and an appreciation for the benefits of practicing a healthy lifestyle as it pertains to the individual, family, peers and community.

### HCS3000 – Workplace Safety Systems

Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace.

### HCS3010 – Workplace Safety Practices

#### **(Prerequisite-HCS3000: Workplace Safety Systems)**

Students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts.

### HCS3050 – Reproduction and Readiness for Parenting

#### **(Prerequisite-HSS1010: Health Services Foundations)**

Students acquire the knowledge and skills necessary for achieving and maintaining reproductive health. Students study basic genetic principles related to reproduction as well as pathologies related to the reproductive system. Students examine the benefits and challenges associated with parenthood and factors to assess readiness for parenting. Students gain an appreciation for practicing a healthy lifestyle as it pertains to the individual, family and peers and community.

### HCS3060 – Pregnancy, Birth and Infant Care

Students acquire the attitude, knowledge and skills necessary for achieving and maintaining a healthy pregnancy and parenting a healthy child in the first year of life. Students focus on the impact of pregnancy on the physical, mental and social well-being of the mother and newborn. Students examine the events of labor and delivery and the importance of post-natal care. Students gain an appreciation for practicing a healthy lifestyle as it pertains to the individual, family, peers and community.

### HSS1010 – Health Service Foundations

Students examine fundamental attitudes, knowledge and skills to prepare for further study in career pathways in health, recreation and community services. Concepts related to the determinants of health, the dimensions of wellness, basic principles of anatomy, physiology and disease, and basic safety and reporting protocols for providing care to individuals in health, recreation, volunteer and community support settings are reviewed.

### HSS1020 – Nutrition and Wellness

Students learn the importance of nutrition and hydration for the promotion and maintenance of physical, emotional and social health and wellness throughout life. Students evaluate food and supplement choices, the effects of activity on nutritional requirements and the use of labels to improve daily nutritional intake at all ages.

### HSS1050 – Introduction to Mentorship

Students learn about the characteristics of positive mentoring relationships in their personal lives and society. Students prepare to engage in a mentoring relationship. Students apply basic mentoring skills to a mentoring relationship and explore considerations for safety related to mentoring.

### HSS1080 – Leadership Fundamentals 1

Students explore basic principles of leadership and evaluate their personal leadership characteristics and qualities. Students develop a plan for their personal growth as a member of a leadership team and examine the various behaviours, skills and roles of team members that contribute to team effectiveness.

### HSS2040 – Family Foundations

Students gain an appreciation for their roles in strengthening current and future family relationships and the rights, roles and responsibilities of family members throughout the family life cycle. Students examine changes that occur within a family and the required adjustments family members must make to manage changes effectively. Cultural diversities are investigated and community resources that support families are identified.

### HSS2050: Becoming a Mentor

#### ***(Prerequisite-HSS1050: Introduction to Mentorship)***

Students analyze the relationship between mentoring and the wellness of individuals and communities. Students build a personal profile to prepare for their role as a mentor and demonstrate mentoring skills.

### HSS3050: Becoming a Mentee

Students build a personal profile to engage as a mentee in a successful mentoring relationship to explore career and/or personal goals for citizenship or volunteering in their community.

### HSS3060: Extending the Mentoring Relationship

#### ***(Prerequisite-HSS2050: Becoming a Mentor)***

Students demonstrate effective strategies for enhancing resiliency in the context of a mentoring relationship. Students examine unique populations that commonly occur in communities and adapt mentoring activities to meet the needs of supported populations and cultural differences, including differences related to First Nations, Métis and Inuit (FNMI) perspectives.

## **INFORMATION PROCESSING**

Office 2007 version

### INF1030 – Word-Processing 1

Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

### INF1060 – Spreadsheet 1

Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping.

### INF1070 – Digital Presentation

Students develop skills with tools used for computerized presentations involving text, data, graphics, sound and animation.

### INF2050 – Word-Processing 2

Students develop their skills in the proper use of word processing software, including document creation, editing and printing of properly formatted documents.

### INF2080 – Spreadsheet 2

Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.

## **LEGAL STUDIES**

### LGS1010 – Private Law

Students explore workplace and consumer law with a focus on basic rights and responsibilities at a place of work and the legal aspects of buying, selling and renting goods and services.

### LGS1020 – Public Law

Students explore the legal relationship between the government and the citizen with an emphasis on criminal law.

### LGS2010 – Family Law

Students examine a broad range of legal issues relating to personal relationships.

### LGS2020 – Employment Law

Students learn about contracts of employment, unions and collective bargaining, employment insurance, and workers' compensation.

### LGS2030 – Environmental Law

Students identify laws related to the environment and describe how new environmental information affects the law. Students also examine the role of groups and individuals in bringing about changes in environmental law.

### LGS3010 – Property Law

Students identify laws relating to real, personal and intellectual properties and investigate the process of buying and selling real property and legal implications associated with Internet transactions.

### LGS3040 – Negligence

Students explore the legal meaning of *negligence* and legal actions relating to negligence.

### LGS3080 – Criminal Law

Students examine the criminal justice system, including the criminal process and the roles and responsibilities of the participants. Students also explore challenging issues and law-related careers.

## **MANAGEMENT AND MARKETING**

### MAM1010 – Marketing & Management

Students identify basic management and marketing concepts and describe retail merchandising strategies of value to the retail employee, manager or owner.

### MAM1020 – Quality Customer Service

Students identify and describe the target customer and the selling floor, including sales and nonsales activities. They will demonstrate techniques required by employees in the field.

### MAM3040 – Promotion – Sales Techniques

Students learn and demonstrate techniques for successful selling



## PERSONAL LEADERSHIP 10

Have you ever wondered how people build a life they are happy with? Part of that answer is called personal leadership, which is the ability to set the direction of your life. Through this inspiring and informative class, you will move through your own "Leaders Journey" and will finish the course with a plan for your future and learn how to establish new habits that will shape your success. The Leaders Journey includes looking at your values, vision, mission, habits, personal strengths and barriers. This course is informed by Young Leaders. World instructors and incorporates much of their videos and content. Personal Leadership 10 incorporates 3 CTS courses, Leadership Fundamentals, Nutrition and Wellness as well as Community Volunteerism.

## RECREATION LEADERSHIP

### REC1020 – Injury Management

Students learn prevention, assessment, and management techniques related to injuries that may occur during recreation and sporting events and activities.

### REC1040 – Foundations for Training

Students apply basic training and movement principles to health-related and performance-related components of fitness training. Students create fitness activities and develop a basic individual fitness plan to achieve goals for health-related and performance-related components.

### REC1050 – Sport Psychology

Students assess the impact of mental fitness on optimal sport, artistic and/or academic performance and motivation. Students examine and demonstrate strategies to strengthen mental fitness, including relaxation, visualization and positive self-talk.

## TOURISM

### TOU1010 – The Tourism Sector

Students analyze the organizational structure of the tourism industry at local, provincial, national and global levels. Students will perform introductory investigations of employment opportunities in tourism.

### TOU3080 – Air Transportation

#### ***(Prerequisite-TOU1010: The Tourism Sector)***

Students research, report on and develop a concept plan for the organization and operation of an airline.