

COMMUNITY INTEGRATION THROUGH CO-OPERATIVE EDUCATION

Program Outline

Major:	CICE
Length:	2 Years
Delivery:	4 Semesters
Credential:	Ontario College Certificate
Effective:	2013-2014
Location:	Barrie
Start:	Fall (Barrie)

Description

The Community Integration through Cooperative Education (CICE) program is designed for individuals with intellectual disabilities, brain injuries, mental health issues and other learning challenges. This program provides students with an opportunity to enhance academic skills by offering the required supports in and out of the classroom. The CICE program enables students to develop vocational abilities in a number of career-related, supervised field placement experiences. Students have the exciting opportunity to complete a program with courses tailored through the modification process to fit their academic abilities.

Students are supported by learning facilitators who attend classes with them and provide follow-up learning support sessions.

Career Opportunities

Graduates of the CICE program will find a variety of entry level jobs depending on their area of concentration. For example:

- a student who has taken courses in the Hotel and Resort may become a kitchen assistant or work at a resort in a support role.

- a student taking most of their courses in Office Administration General may become a secretarial assistant, a file clerk, a mailroom attendant or work in a purchasing department.

As well, some students may choose to enter other Georgian College programs after completing the CICE program, if admission requirements are met.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- participate with equal opportunity in regular college programs and activities;
- test and develop their skills for potential employment;
- develop and strengthen their functional academic skills in communication skills and math;
- pursue their own personal areas of academic/vocational interest;
- function more independently and develop their social skills with their peers in a community college setting;
- strengthen interpersonal skills such as self-confidence and self-esteem in order to enrich the quality of their lives.

The Program Progression:

Fall Intake - Barrie

Sem 1	Sem 2	Sem 3	Sem 4
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Fall	Winter	Fall	Winter
2013	2014	2014	2015

Admission Requirements:

Applicants must meet the following requirements to be eligible for admission to this program:

- Ontario Secondary School Diploma (OSSD)/Certificate (C) , or be at least 19 years of age on the first day of classes;
- demonstrate a level of independence that does not require constant supervision; and
- demonstrate academic needs which require curriculum modification in order to succeed.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for

entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: georgiancollege.ca/admissions/credit-transfer/

Selection Process:

- complete an "Advocate Reference Form";
- complete a questionnaire and a comprehension exercise during a mandatory program information session.

Note: In some cases, students may require a criminal reference check and/or immunization form depending on the area of concentration they have chosen.

Additional Information:

Students in this program will have learning outcomes specific to their area of concentration, as well as common learning outcomes.

Practical Experience

This program includes 336 hours of field placement.

Graduation Requirements:

- 5 Mandatory Courses
 - 1 Communications Course
 - 3 Option Groups: Select 3 courses from one program group, see CICE Co-ordinator
 - 2 Options from Electives List
 - 1 General Education Course
 - 3 Field Placements

Graduation Eligibility:

To graduate from this program, the passing weighted average for promotion through each semester, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Mandatory Courses

CICE1000 Introduction to Computers
CICE1001 Employability Seminar 1
CICE1002 Employability Seminar 2
CICE1003 Employability Seminar 3
CICE1004 Field Placement Preparation

Communications Course

COMZ1016 Communication Essentials

Option Groups: Select 3 courses from one program group, see CICE Co-ordinator

APDZ1000 Ideas and Imagery
APDZ1001 Design Fundamentals
APDZ1002 Colour and Design
ARCZ1000 Architectural Drafting
CARZ1000 Carpentry Fundamentals
CARZ1002 Advanced Framing
CARZ1006 Drafting / CAD
CARZ1007 Blueprint Reading
CMPZ1002 Web Authoring Fundamentals
CMPZ1030 Programming Fundamentals
CMPZ1035 Networking Essentials
CMPZ1046 Windows System Administration
CMPZ1048 Introduction to Keyboarding
CMPZ2018 Linux System Administration
DRWZ1004 Fundamentals of Drawing
ENVZ1000 Environmental Science
FOSZ1010 Mixology
FOSZ1011 Food Preparation and Theory
FOSZ1012 Food and Beverage Service
MATZ1004 Business Math for the Office Professional
OFAZ1001 Office Procedures and Strategies
OFAZ1007 Spreadsheet and Presentation Applications
OFAZ1008 Word Processing and Database Applications

TOUZ1000 Introduction to Hospitality and Tourism
TOUZ1003 Front Office and Guest Services Procedures

Options from Electives List

APDZ1000 Ideas and Imagery
APDZ1001 Design Fundamentals
APDZ1002 Colour and Design
ARCZ1000 Architectural Drafting
CARZ1000 Carpentry Fundamentals
CARZ1002 Advanced Framing
CARZ1006 Drafting / CAD
CARZ1007 Blueprint Reading
CMPZ1002 Web Authoring Fundamentals
CMPZ1030 Programming Fundamentals
CMPZ1035 Networking Essentials
CMPZ1046 Windows System Administration
CMPZ1048 Introduction to Keyboarding
CMPZ2018 Linux System Administration
DRWZ1004 Fundamentals of Drawing
ENVZ1000 Environmental Science
FOSZ1010 Mixology
FOSZ1011 Food Preparation and Theory
FOSZ1012 Food and Beverage Service
MATZ1004 Business Math for the Office Professional
OFAZ1001 Office Procedures and Strategies
OFAZ1007 Spreadsheet and Presentation Applications
OFAZ1008 Word Processing and Database Applications
TOUZ1000 Introduction to Hospitality and Tourism
TOUZ1003 Front Office and Guest Services Procedures

General Education Course

To be selected from College list

Field Placements

CICE1005 Field Placement 1
CICE1006 Field Placement 2
CICE1007 Field Placement 3

Course Descriptions:

APDZ1000 Ideas and Imagery 84.0 Hours

In this course, students will learn how to develop original images and concepts by experimenting with creative thinking, synectics and the design process. This course is designed for students in the CICE program and may be modified as required.

APDZ1001 Design Fundamentals 84.0 Hours

This course introduces students to the elements and principles of two-dimensional and three-dimensional design. Exploration of the possibilities inherent in even the simplest element leads to a better understanding and appreciation of the role of design in many aspects of life. The design process is used in visualizing and developing ideas for solving design problems. This course is designed for students in the CICE program and may be modified as required.

APDZ1002 Colour and Design 84.0 Hours

The three attributes of colour - hue, value and chroma - are explored and used to create colour relationships, based on Johannes Itten's colour theory. Other theories, as Munsell, are introduced, as well as additive and subtractive colour systems and their applications. Students will study the role of colour in design by employing colour concepts in compositions. This course is designed for students in the CICE program and may be modified as required.

ARCZ1000 Architectural Drafting 84.0 Hours

This course addresses design and drawing production in architectural offices. Its purpose is to convey the logic of these procedures and the process followed at each stage of development between project inception and completion, and explores the interrelationship between the owner of a project, the professionals, jurisdictional authorities and contractors. The course covers the preparation of construction drawings showing floor plans, elevations, sections and other architectural details. This course is designed for students in the CICE program and may be modified as required.

CARZ1000 Carpentry Fundamentals 168.0 Hours

Students study applications and operations of standard safety procedures. This includes layout and building code applications for framing, building materials, and energy efficient construction. Basic framework, surveying equipment and techniques are examined. This course is designed for students in the CICE program and may be modified as required.

CARZ1002 Advanced Framing 84.0 Hours

Students study wood frame construction. Trusses and renovation techniques are also explored. Safe and correct erection of scaffolds and ladders is demonstrated. This course is designed for students in the CICE program and may be modified as required.

CARZ1006 Drafting / CAD 84.0 Hours

Students interpret architectural drawings, and apply these skills through the use of software, to develop house plans that meet specifications of the building code.

CARZ1007 Blueprint Reading 84.0 Hours

Students read and interpret architectural drawings for residential and light commercial structures. Students demonstrate a comprehension of design and the building code through the completion of plan, elevation, and section views.

CICE1000 Introduction to Computers 84.0 Hours

In this course students develop skills in accessing, inputting, retrieving, storing and sending information using a computer. This course offers students an introduction to computer programs, with hands-on practice using current software and the Internet.

CICE1001 Employability Seminar 1 42.0 Hours

This course is designed to facilitate the growth of the student into a well-rounded, competent employee. Students discuss current issues and trends facing employees in the workplace in addition to their own experiences in the field and in the classroom. Topics are workplace, including communication, problem-solving, teamwork, safety, discrimination and harassment, and coping with stress.

CICE1002 Employability Seminar 2 42.0 Hours

In this seminar, students discuss their field placement experiences and begin an investigation of the steps and strategies involved in a job search, including the development of a cover letter and résumé. Other topics include job analysis, workplace culture, and interview preparation.

C- CICE1004 Field Placement Preparation and P- CICE1001 Employability Seminar 1 and C- CICE1005 Field Placement 1

CICE1003 Employability Seminar 3 42.0 Hours

In this seminar, students continue to discuss their field placement experiences, share job search strategies, and practice interviewing skills. Students review their educational and vocational experiences in the CICE program and further develop their skills profile. Additional topics include job application and selection processes, community employment support programs, and worker motivation and satisfaction.

C- CICE1004 Field Placement Preparation and P- CICE1001 Employability Seminar 1 and P- CICE1002 Employability Seminar 2 and C- CICE1006 Field Placement 2

CICE1004 Field Placement Preparation 42.0 Hours

This course is designed to integrate Georgian's CICE students and prepare them for their first experience in a vocational field. Students visit and participate in various Georgian College service/activity areas, learning how to access these areas independently and advocate on their behalf. Key topics include learning strategies for success at college, skills for employment, and orientation to the fieldwork component of the CICE program.

CICE1005 Field Placement 1 112.0 Hours

In the first field placement, students have the opportunity to gain vocational experience related to their academic area of concentration. Students further their knowledge and understanding of the workplace and develop communication and teamwork skills in the workplace. Student-specific goals are developed at the onset of the field placement and used as the basis of discussion and growth throughout the semester. CICE students are supported throughout the placement by the Field Placement Officer.

P- CICE1001 Employability Seminar 1 and P- CICE1004 Field Placement Preparation and C- CICE1002 Employability Seminar 2

CICE1006 Field Placement 2 112.0 Hours

In the second field placement, students gain additional vocational experience related to their academic area of concentration. During this placement students continue to set goals, further develop their communication and teamwork skills, reflect on safety in the workplace, and get involved in workplace projects. CICE students are supported throughout the placement by the Field Placement Officer.

P- CICE1001 Employability Seminar 1 and P- CICE1002 Employability Seminar 2 and P- CICE1004 Field Placement Preparation and P- CICE1005 Field Placement 1 and C- CICE1003 Employability Seminar 3

CICE1007 Field Placement 3 112.0 Hours

In the final placement, students build on learning from the first two placements, further developing their professional behaviour, communication, and working relationships in the workplace. In addition, students begin to solve common workplace problems independently and develop goals for future employment.

P- CICE1001 Employability Seminar 1 and P- CICE1002 Employability Seminar 2 and P- CICE1003 Employability Seminar 3 and P- CICE1004 Field Placement Preparation and P- CICE1005 Field Placement 1 and P- CICE1006 Field Placement 2

CMPZ1002 Web Authoring Fundamentals 84.0 Hours

This course covers HTML, client-side programming and design issues for the World Wide Web. Students will learn HTML source tags, build websites, learn how to manage a website's directories, use templates, ftp, and employ UNIX commands common to most web servers. Students will work in groups to build mock commercial, institutional, government or educational websites. This course is designed for students in the CICE program and may be modified as required.

CMPZ1030 Programming Fundamentals 84.0 Hours

In this course the student will gain a broad understanding of the nature of modern computer programming. Although one programming language will be emphasized, a variety of languages will be examined to assist the student in acquiring entry-level skills in problem analysis, solution design, and program construction using structured, event driven and object-oriented techniques. Through considerable work on the computer, the student will gain an appreciation of the nature of computer programming, the significant role it plays in the computer field generally, and some perspective on its

history. This course is designed for students in the CICE program and may be modified as required.

CMPZ1035 Networking Essentials 84.0 Hours

This course provides the student with a general understanding of data communication concepts and applications. The course emphasizes terminology, and examines hardware alternatives, live protocols, network software, error detection/correction and network security. As well, the student reviews the product offerings of the public carriers.

CMPZ1046 Windows System Administration 84.0 Hours

The Windows operating system is the most widely deployed desktop operating system. This course focuses on the principles of workstation administration by teaching students how to deploy, configure, and troubleshoot a Windows System. By the end of this course students will be expected to demonstrate the ability to manage a Windows computer system.

CMPZ1048 Introduction to Keyboarding 84.0 Hours

This course is designed to build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency. This course is designed for students in the CICE program and may be modified as required.

CMPZ2018 Linux System Administration 84.0 Hours

The Linux operating system is commonly found powering Internet and network servers. This course explores different ways that Linux can be deployed within an organization. With a strong emphasis on command line administration, students will learn how to manage user accounts, file systems, and processes while gaining hands-on experience installing, configuring, and administering a Linux system.

COMZ1016 Communication Essentials 84.0 Hours

This course promotes effective communication skills essential for academic and professional success. Visual analysis and presentation strategies are employed to emphasize the importance of adapting communication to the intended audience. Students compose clear and concise messages through researching, writing and presenting to ensure effective communication. Students are expected to work both independently and collaboratively to achieve the course outcomes.

DRWZ1004 Fundamentals of Drawing 84.0 Hours

This course will introduce students to basic drawing, perspective, and sketching techniques using various media, to depict a variety of subjects. This course is designed for students in the CICE program and may be modified as required.

ENVZ1000 Environmental Science 84.0 Hours

This course is designed to give the student a comprehensive knowledge of Environmental Science. It includes an overview of ecological principles, a study of

population dynamics and energy resources in order to assess the impact of these factors on the environment. The major types of pollution are examined and their effects on the various components of the biosphere considered. Strategies for pollution control and the conservation of the Earth's resources will be examined in the context of economic considerations and sustainable development. This course is designed for students in the CICE program and may be modified as required.

FOSZ1010 Mixology 84.0 Hours

This course focuses on the skills used in bar operations, as well as the duties and responsibilities of bar staff and their role in customer relations. Students will gain theoretical and practical knowledge relating to the production, preparation and presentation of "mocktails", spirits, wines and beers. In addition, students will acquire a Smart Serve Certification and address the legal responsibilities and obligations of serving alcohol in a licensed establishment. This course is designed for students in the CICE program and may be modified as required.

FOSZ1011 Food Preparation and Theory 84.0 Hours

This course will provide hospitality students with an understanding of the basics of food preparation, equipment safety, sanitation, hygiene, nutrition and the overall operation of a kitchen. Students develop the knowledge, skills and attitudes required to work as a team in a kitchen environment. This course is designed for students in the CICE program and may be modified as required.

FOSZ1012 Food and Beverage Service 84.0 Hours

The Georgian College Hospitality and Tourism food outlets provide a laboratory in which students will develop the knowledge, skills and attitudes required to work as a team in a full service, licensed restaurant operation and informal quick service and retail outlets. Guest service procedures, and effective customer service skills and attitudes will be developed and practiced to meet the high level of service quality desired in today's food service industry. This course is designed for students in the CICE program and may be modified as required.

MATZ1004 Business Math for the Office Professional 84.0 Hours

This course introduces students to the mathematical concepts and formulas commonly used by office administrators in a business environment. This course is designed for students in the CICE program and may be modified as required.

OFAZ1001 Office Procedures and Strategies 84.0 Hours

This course introduces current office procedures necessary to perform administrative support functions as well as an opportunity to develop learning strategies that will prepare the student to confront academic, personal and career challenges. A combination of practical tasks and processes provides a solid foundation for those entering administrative careers. This course is designed for students in the CICE program and may be modified as required.

OFAZ1007 Spreadsheet and Presentation Applications 84.0 Hours

This course provides the development of spreadsheet and presentation design skills. Students will learn how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries will be explored including IF analysis. Learners will work with multiple worksheets and workbooks. Students will use presentation software to prepare professional looking presentations. This course is designed for students in the CICE program and may be modified as required.

OFAZ1008 Word Processing and Database Applications 84.0 Hours

This course is designed for the development of word processing and database skills. Students will use word processing software to create, enhance, and format documents. Using database software, students will plan, create, update and maintain database structures. This course is designed for students in the CICE program and may be modified as required.

TOUZ1000 Introduction to Hospitality and Tourism 84.0 Hours

The hospitality and tourism industry is exciting, challenging, dynamic and growing on a worldwide basis. There are many businesses, associations and partnerships that must work together for the industry to thrive. This course provides students with an introduction to the sectors of the Canadian hospitality and tourism industry and the many career opportunities that exist. This course is designed for students in the CICE program and may be modified as required.

TOUZ1003 Front Office and Guest Services Procedures 84.0 Hours

This course will prepare the student to work in a front office of a lodging establishment. Guest relations, servicing, hospitality computer systems and front office procedures are the main focus of this course. This course is designed for students in the CICE program and may be modified as required.

Course Description Legend

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.