

## Online Courses Home Algonquin College

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*Online Courses Home Algonquin College*

*OMB No. 1004729396352 edited by*

### **DANIEL MELENDEZ**

*Shopping Online For Canadians For Dummies* Taylor & Francis

When suicide becomes a worldwide epidemic, the only known cure is The Program, a treatment in which painful memories are erased, a fate worse than death to Sloane who knows that it will steal memories of her dead brother and boyfriend.

*A Dream Called Home* St. Louis, Mo. ; Toronto : Mosby Lifeline

For 10 years (and counting), The Naked Roommate has been the #1 go-to guide for your very best college experience! From sharing a bathroom with 40 strangers to sharing lecture notes, The Naked Roommate is your behind-the-scenes look at EVERYTHING you need to know about college (but never knew you needed to know). This essential, fully updated edition is packed with real-life advice on everything from making friends to managing stress. Hilarious, outrageous, and telling stories from students on over 100 college campuses cover the basics, and then some, including topics on College Living •Dorm dos, don'ts, and dramas •Lying, noisy, nasty roommates Finding People, Places, & Patience •Social network dos and don'ts •Friend today, gone tomorrow Classes •To go or not to go? •How to get an A, C, or F Dating •17 kinds of college hookups •Long distance = BIG concerns The Party Scene •The punch in the "fruit punch" •Sex, drugs, and safety first Money •Grants, loans, and loose change •Credit cards and campus jobs In college, there's a surprise around every corner. Luckily, The Naked Roommate has you covered!

*Certified Dental Assistant (CDA)* Springer Nature

From bestselling author of the remarkable memoir, *The Distance Between Us* comes an inspiring account of one woman's quest to find her place in America as a first-generation Latina university student and aspiring writer determined to build a new life for her family one fearless word at a time. "Here is a life story so unbelievable, it could only be true" (Sandra Cisneros, bestselling author of *The House on Mango Street*). As an immigrant in an unfamiliar country, with an indifferent mother and abusive father, Reyna had few resources at her disposal. Taking refuge in words, Reyna's love of reading and writing propels her to rise above until she achieves the impossible and is accepted to the University of California, Santa Cruz. Although her acceptance is a triumph, the actual experience of American college life is intimidating and unfamiliar for someone like Reyna, who is now estranged from her family and support system. Again, she finds solace in words, holding fast to her vision of becoming a writer, only to discover she knows nothing about what it takes to make a career out of a dream. Through it all, Reyna is determined to make the impossible possible, going from undocumented immigrant of little means to "a fierce, smart, shimmering light of a writer" (Cheryl Strayed, author of *Wild*); a National Book Critics Circle Award Finalist whose "power is growing with every book" (Luis Alberto Urrea, Pulitzer Prize finalist); and a proud mother of two beautiful children who will never have to know the pain of poverty and neglect. Told in Reyna's exquisite, heartfelt prose, *A Dream Called Home* demonstrates how, by daring to pursue her dreams, Reyna was able to build the one thing she had always longed for: a home that would endure.

*Crisis Ready* McGraw Hill Professional

In these pages you'll find a comprehensive and practical guide to the leadership skills, behaviors,

and knowledge needed to guide any Continuing or Distance Education program past the pitfalls and toward the opportunities that abound. From management and marketing knowledge to an understanding of the academic culture and ways to create a work environment that encourages creativity, you'll find current theory intertwined with its implications for the specific task of leading a successful Continuing Education effort.

**The Magic of Gingerbread** For Dummies

Conventional apprenticeships and older methods of professional training are not providing enough skilled workers - governments, companies and colleges are now using open and distance learning to fill these gaps. Published in association with the Commonwealth of Learning, this unique review provides detailed analysis of worldwide experiences of vocational training and distance education. It looks at recent policy and practice at different levels - from transnational programmes and national policies to institutional and programme models. Offering guidance on how distance education and new technologies are being used to support vocational education and training, this book will help senior institutional managers and policy makers to understand and appreciate: \* the role distance education can play in increasing skills levels in young people and the existing workforce \* the challenges in using educational technologies, and distance education to deliver vocational education and training \* how to devise effective policies to meet these challenges. *GMAT Official Guide Verbal Review 2022* John Wiley & Sons Encyclopedia of Pharmacy Practice and Clinical Pharmacy, Three Volume Set covers definitions, concepts, methods, theories and applications of clinical pharmacy and pharmacy practice. It highlights why and how this field has a significant impact on healthcare. The work brings baseline

knowledge, along with the latest, most cutting-edge research. In addition, new treatments, algorithms, standard treatment guidelines, and pharmacotherapies regarding diseases and disorders are also covered. The book's main focus lies on the pharmacy practice side, covering pharmacy practice research, pharmacovigilance, pharmacoeconomics, social and administrative pharmacy, public health pharmacy, pharmaceutical systems research, the future of pharmacy, and new interventional models of pharmaceutical care. By providing concise expositions on a broad range of topics, this book is an excellent resource for those seeking information beyond their specific areas of expertise. This outstanding reference is essential for anyone involved in the study of pharmacy practice. Provides a 'one-stop' resource for access to information written by world-leading scholars in the field Meticulously organized, with articles split into three clear sections, it is the ideal resource for students, researchers and professionals to find relevant information Contains concise and accessible chapters that are ideal as an authoritative introduction for non-specialists and readers from the undergraduate level upwards Includes multimedia options, such as hyperlinked references and further readings, cross-references and videos

**Job Readiness for Health Professionals - E-Book** Elsevier Health Sciences

This book is about affirmation-based pedagogy and affirmation literacy. Affirmation/Mindfulness based pedagogy for learner-centered teaching can make a difference in the lives of our students and our children. Mindful communication is the key to building insight and professionalism when modeling behaviour to students and colleagues. This book offers appropriate self-awareness and communication skills development and understanding of thinking patterns to develop goal-orientation and insight-orientation strategies. These strategies can enhance understanding of what it means to be successful by analyzing both psychological and sociological theories on approaches to the significance/influence of mental health on overall well-being. Students can develop strategies to consider constructive options that effectively solve problems in daily life. This book offers appropriate self-awareness and communication skills development and information on affirmations in general. By programming ourselves to be more positive in and out of the class so to our students will develop emotional and cognitive awareness and understanding; bodily awareness and coordination and interpersonal awareness.

Routledge

**THIRTY DAYS TO A BETTER GOLF GAME** Every golfer has a number in mind—a goal score that represents a successful round. In *The Par Plan*, Golf Magazine and GolfTEC, the global leader in golf instruction with four million lessons taught and a 95-percent success rate, show you how to finally get there in 30 days. This day-by-day regimen that any golfer can follow is the first to offer instruction across three platforms (lessons, video, smartphone app) to help you assess your technique and pinpoint the weak areas in your game. You'll see how making small improvements in nine key areas can lead to significant results on the course and learn: The secrets to adding yards to your drives How to avoid costly mistakes on the putting green Keys to building an arsenal of score-saving swings How to turn good practice days into solid rounds The plan equips you with lesson schedules and targeted on-range and at-home drills. At each important step, self-assessment tests and the plan's revolutionary swing-analysis app, My Pro To Go, allow you to chart your progress. In 30 days, you'll be well on your way to achieving the number you've always wanted. You don't need to be a shot-making machine to reach your goal score. You just need a plan.

#### DEVELOPING ONLINE CONTENT

Mascot Books

Gordon Korman's uproarious, outrageous, and all-too-familiar summer camp adventure is BACK! Rudy Miller really isn't into the whole camping thing. So when his parents send him to Camp Algonkian "for his own good" all he wants to do is go home. Rudy teams up with his cabin-mate Mike for a series of carefully planned — yet hilariously bungled — escape attempts. Unfortunately, their counsellor (and nemesis) Chip is as determined to keep them there as they are to get away. Rudy and Mike spend their days plotting, playing chess, and working off punishments for their failed escapes. Hmmm, maybe it isn't such a bad way to spend the summer after all . . .

#### STATICS AND MECHANICS OF MATERIALS

Allyn & Bacon

"The articles in this collection emphasize the importance of play—from infancy through the primary grades, how to support and scaffold children's play, and how to connect play to learning. Also

included is a professional development guide with questions and activities"---Publisher's Web site. **The Social Semiotics of Tattoos** Psychology Press

Transform your passion into a profitable business—with the help of the legendary entrepreneur who turned an innovative idea into a \$100 million global powerhouse. Judi Sheppard Missett is a fitness icon who, at just three years old, discovered a passion for dance that would eventually fuel a global dance fitness empire. After an early life spent honing her dancing skills and a career as a professional jazz dancer, Judi had an epiphany: why not combine the art of jazz dancing with the science of exercise to help others achieve a healthier, happier self-image and life? The wildly enthusiastic response from her first 15 students inspired her to launch Jazzercise, Inc., the world's leading dance fitness program with a cumulative \$2 billion in global sales. In *Building a Business with Beat*, Judi reveals for the first time the secrets behind the company's five decades of enormous success. In addition to helping millions of men and women improve their health and well-being through the fun and fitness of dance, Judi has inspired 8,500 franchisees to achieve their dream of owning and running their own business. Now, through powerful personal stories, practical proven-successful advice and insights, Judi shares how you, too, can transform your passion into a profitable business. This inspirational guide will teach you how to: • Create a successful business by discovering and defining your larger purpose • Use your unique perspectives and abilities to enhance the lives of others • Deftly handle everyday obstacles and unplanned events • Develop an open mindset and embrace innovation and new possibilities • Inspire your staff to connect to a purpose greater than day-to-day work, and more Filled with helpful tips, smart strategies, and no-nonsense advice, this book is essential reading for anyone who has ever dreamed of creating a thriving, purpose-driven business. The author is living proof that when you're doing what you love, it may not seem like work at all.

**Strategic Compensation in Canada** John Wiley & Sons

The book examines the underlying principles that guide effective teaching in an age when all of us, and in particular the students we are teaching, are using technology. A framework for making decisions about your teaching is provided, while understanding that every subject is different, and every instructor has something unique and special to bring to their teaching. The book enables teachers and instructors to help students develop the knowledge and skills they will need in a digital age: not so much the IT skills, but the thinking and attitudes to learning that will bring them success.

**Teaching and Digital Technologies** Prentice Hall

Add over 340 verbal practice questions to your prep. Designed by the makers of the GMAT™ exam. Your official source of real GMAT questions from past exams. Set yourself up for success with extra practice on the verbal section of the GMAT exam. Study with over 340 practice questions not included in GMAT™ Official Guide 2022: Book & Online Question Bank! Review answer explanations to help improve your performance. GMAT practice questions are organized by difficulty level: easy, medium and hard. Start at the beginning and work your way up to the hard questions as you build upon your knowledge. All practice questions are from past GMAT exams. The GMAT™ Official Guide Verbal Review 2022: Book + Online Question Bank provides 3 ways to study: Book: Know what to expect on the GMAT exam Learn the exam structure with an introductory review chapter followed by 25 practice questions. Review common formulas and concepts using quick reference sheets. Master reading comprehension and critical reasoning with over 340 practice questions from past GMAT exams, organized by difficulty level. GMAT Online Prep Tools: Focus your studying – Bonus: included with purchase! Practice online with the same questions from the book. Create custom practice sets by difficulty level and by fundamental skill. Track your progress using performance metrics. Prepare for exam day by timing your practice in exam mode. Test your knowledge of key concepts with flashcards. Prepare with the Online Question Bank, which includes online-exclusive questions filterable by difficulty level, question type, fundamental skills, and more. Study anytime, anywhere with the Mobile App: review and reattempt practice sets to improve performance in study or exam mode. Mobile App: Your GMAT prep on the go Study offline after downloading the question sets. Sync between devices. Start on your phone, finish on your computer. Add GMAT™ Official Guide Verbal Review 2022: Book + Online Question Bank to your GMAT prep; the official source of practice questions from past GMAT exams. This product includes a print book with a unique access code to the Online Question Bank and Mobile App.

**Spotlight on Young Children** Washington Square Press

The Truck and Coach curriculum (T&C) level 3 has been developed in keeping with the prescribed

Ministry of Training, Colleges and Universities (MTCU) Training Standards, which apply to the Truck and Coach Technician apprenticeship. The curriculum layout used provides an opportunity to cross-reference the in-school learning outcomes and content to the specific workplace Training Standards. For easy reference, a time allocation has been included for each reportable subject along with the Theory/Practical breakdown for the delivery of the Learning Content. More detailed time allocations for the instructor have been provided for each topic area to ensure consistency for each appropriate intake. The reportable subjects are Trade Practices and Auxillary Systems; Engine Systems; Electricity and Electronics; Fuel Systems; Vehicle Electronic Management and Emission Systems; Drive Trains; and Steering, Suspension and Break Systems.--Includes text from document.

**Swimming and Water Safety** Complete Test Preparation Inc.

For many of us, the drive to affect positive change--however vague or idiosyncratic our sense of this might be--has guided our work in higher education. We champion the pursuit of a college degree because few endeavors can match it in terms of advancing a person's economic mobility (Chetty, Friedman, Saez, Turner, and Yagan; 2017). Despite recent debates about the value of a college degree (Pew Research Center, 2017), the opportunities and financial stability awarded to those with college degrees remain apparent when they are compared to peers who have only graduated high school (Pew Research Center, 2014). And while more Americans have a college degree than ever before (Ryan and Bauman, 2016), access to a formal, post-secondary education continues to be elusive for some. Indeed, over the last ten years, analysts have projected that the cost of attending college would keep 2.4 million low-to-moderate income, college-qualified high school graduates from completing a college degree (Advisory Committee on Student Financial Assistance, 2006). During that same period, college students in the United States saw expenses related to tuition and fees increase by 63 percent, school housing costs (excluding board) increase by 51 percent, textbook prices increase by 88 percent (Bureau of Labor, 2016). Because few students can afford a college education by salary alone, 44.2 million Americans have sought financial aid via student loans. As a result, total student loan debt is now topping \$1.45 trillion in the United States (Board of Governors of the Federal Reserve System, 2017), and student loan delinquency rates are averaging 11.2 percent (Federal Reserve Bank of New York, 2017). The burden of a student's financial decisions extends beyond the mere individual: society will inevitably carry the weight of this debt for years to come.

#### BUILDING A BUSINESS WITH A BEAT: LEADERSHIP LESSONS FROM JAZZERCISE—AN EMPIRE BUILT ON PASSION, PURPOSE, AND HEART

Spotlight on Young Children

In this book, Phan Le-Ha identifies and discusses four growing self-sustained/sustaining fundamental phenomena in transnational education (TNE), namely (1) the planned, evolving and transformative mediocrity behind the endorsement of English-medium education legitimized by the interactive Asia-the West relationship; (2) the strategic employment of the terms 'Asia/Asian' and 'West/Western' by all stakeholders in their perceptions and construction of choice, quality, rigour, reliability and attractiveness of programs, courses, and locations; (3) the adjusted desire for an imagined (and often misinformed) 'West' among various stakeholders of transnational education; and (4) the assigned and self-realized ownership of English by otherwise normally on-the-margin groups of speakers. A focus on how these phenomena impact questions of identity and desire in TNE is a running theme. The above phenomena are discussed against the backdrop of 'the rise of Asia' sentiment and how this sentiment has played out in interactions and relationships between 'the West' and 'Asia' and among Asian institutions and various entities. Phan Le-Ha's examination of the identified phenomena in TNE has been informed by her multi-layered engagement with the dialectic of the Asia-the West relationship, her critical take on certain pro-Asia and decolonisation scholarship, and her interdisciplinary and multidisciplinary approach to theorise the field and the specific topic under scrutiny. Phan Le-Ha shows that the current Asia chooses (not necessarily by force but largely by will and often with an informed and well-articulated agency) to go with the idea of the West and often desires an affiliation with the West either directly or indirectly, something that is getting more intense in the context of globalization, regionalization, and commercialization of education. The rise of Asia has made the idea of the West even more looked-for in Asia. TNE in Asia, in many ways, is the transforming and dynamic transit point, a layover that facilitates entry into a wanted destination - the West and/or the idea of the West. The West and Asia need one another more than ever in the context of the

internationalization and commercialization of higher education. What's more, the West and Asia have hardly ever been mutually exclusive but have rather been in an eventful love-and-obsession relationship with each other. This is the very dialectic proposition that Phan Le Ha takes throughout this book while paying specific attention to transnational higher education in the greater Asian region including the Middle East, following her several research projects conducted in the region since 2005 to date. Transnational Education Crossing 'the West' and 'Asia' explores: • English, Internationalisation of Higher Education, and Identity: Increasing Academic Monolingualism and English-only Package • Transnational Education and Dream Realization: From the Philippines to Vietnam, From Afghanistan to Dubai, From Everywhere in Asia to Thailand • Desiring International /Transnational Education: Theorisation of Key Concepts and Next Steps from Here The book will be of interest to researchers in the field of transnational education, Asia education and education policy.

**GOLF Magazine's The Par Plan** Thomson Nelson

Gain an edge in the competitive job market with the tools you need to develop the personal qualities, habits, attitudes, and social graces to work successfully in healthcare settings. Job Readiness for Health Professionals: Soft Skills Strategies for Success, 3rd Edition provides an easy-to-read, easy-to-follow format that guides you through essential entry-level soft skills, such as how to dress, speak, and collaborate in a highly professional manner. UNIQUE! Critical-thinking and problem-solving skills prepare you to self-reflect and analyze situations and ideas to better manage conflict and to quickly and effectively adapt to changes. UNIQUE! Building a professional portfolio, including checklists, a certificate, mock interviews, and keeping resumes up to date teach you to evaluate your skills and accomplishments and to create an effective tool to demonstrate job readiness and advancement. UNIQUE! Medical literacy education teaches you to effectively and appropriately use and consume social media and other multimedia formats to network with current and future employers and colleagues. UNIQUE! New videos demonstrating proper interaction with patients in a front office situation provide you with a "real world" experience. Behavioral objectives for each skill provide measurable outcomes for you to strive to achieve. Work text format with journaling activities and multiple self-reflection activities gives you opportunities to work through skills and turn in assignments to instructors. Case studies illustrate

the issues involved with each specific skill to enhance your learning. Storytelling approach keeps the tone informal and engaging yet powerful and motivating. NEW! Coverage of emotional intelligence, interpersonal communication, and soft skills helps you learn how to identify and manage your own emotions, as well as those of others, to improve daily interactions and contribute to a more positive work environment. NEW! Reorganized content helps you find key information quickly and easily.

**Vocational Education and Training through Open and Distance Learning** Hodder Education

An award-winning pastry artist shares her secrets for creating classic gingerbread houses and a bounty of other gingerbread whimsies, including a gingerbread space rocket, robot, and chess set! Includes 16 beautiful projects for bakers of all ages and skill levels. Provides step-by-step instructions for making the perfect gingerbread, creating and coloring icing, and putting them together for fun edible art pieces to display and enjoy all year long. Every recipe is paired with beautiful full-color photos, including progress photos for ease of understanding. Pastry and decorating tips and techniques are also provided. Hardcover. 176 pages. 8-1/4 inches wide by 10-1/4 inches high. A pastry artist based in Ottawa, Canada, author and photographer Catherine Beddall is a two-time winner of the CMHC/Habitat for Humanity's gingerbread house competition in Ottawa, and 2011 winner of the Canadian Gingerbread House Championship. She runs her own business, and she is a pastry arts instructor at Algonquin College.

**Truck and Coach Technician** Simon and Schuster

Learn and Practice Proven multiple choice strategies for reading comprehension and listening comprehension! Plus how to take an oral exam, how to take a test and more! If you are preparing for the CELPIP General or the CELPIP LS you probably want all the help you can get! Test Strategy is your complete guide to answering multiple choice questions! You will learn: - Powerful multiple choice strategies with practice questions - Learn 15 powerful multiple choice strategies and then practice. Answer key for all practice questions with extensive commentary including tips, short-cuts and strategies. - How to prepare for a multiple choice exam - make sure you are preparing properly and not wasting valuable study time! - Who does well on multiple choice exams and who does not - and how to make sure you do! - How to handle trick questions - usually there are one or two trick questions to separate the really good students from the rest - tips and strategies to handle these special questions. - Step-by-step strategy for answering multiple choice - on any

subject! - Common Mistakes on a Test - and how to avoid them - How to prepare for a test - proper preparation for your exam will definitely boost your score! - How to psych yourself up for a test - tips on the the all-important mental preparation! - Learn what you must do in the test room The CELPIP tests are managed by by Immigration, Refugees and Citizenship Canada (IRCC), who are not involved in the production of, and do not endorse this publication. Includes over 100 reading comprehension and listening comprehension practice questions! Once you learn our powerful multiple choice strategy techniques, practice them right away! Remember it only a few percentage points divide the PASS from the FAIL students. Why not do everything you can to increase your score?

**Serials Management in the Electronic Era** BalboaPress

We are pleased to contribute to the education of the Canadian legal community with this new resource for Paralegals. Computer Applications for Paralegals: Using MS Office Suite and Windows to Prepare Professional Documentation was written by Barb Asselin, former Law Clerk and current faculty member at Algonquin College's Ottawa campus. This textbook contains instruction on the following topics: \*Basic law firm configuration, including a chart of all lawyers and staff members, for use within the textbook \*Physical and electronic file management \*MS Outlook, including the calendar, contacts, and tasks functions \*MS PowerPoint, including the following features: slide layouts, design, text, customizing bullets, headers and footers, adding content, transitions, animations, formats, viewing, and printing \*MS Excel, including the following features: creating a spreadsheet, adding data, formatting, formulas, charts, statistics and other functions, and pivot tables \*MS Word, including the following features: correspondence, merging, memos, facsimiles, reports, styles, templates, tables, and a variety of editing techniques \*Combining software by imbedding documents from one application into documents from another application, and \*Specific learning outcomes, detailed hands-on instruction with multiple images, a variety of exercises, and summary for each chapter. Note that the Paralegal version of this textbook will include exercises and examples that focus on areas of law generally practiced by Paralegals. BONUS: Each copy of this textbook contains access to a private webpage that includes the following: \*video tutorials for each chapter \*practice exercise documents for each chapter, and \*a variety of precedents for use with the available exercises

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