

300.A3

# SOCIAL SCIENCE

# VIBRANT

CEGEP DE SEPT-ÎLES



PROGRAM DESCRIPTION  
2019-2020

## 300.A3

### Social Science

#### Program Objective

The *Social Science* program enables students to pursue university studies in a broad range of social sciences, law, education, and administration, through the integration of knowledge and methods acquired in various social science disciplines.

#### General Goals of the Program

The general goals of the program are to help students:

- Distinguish the main facts, notions, and concepts related to the object of study, i.e., human phenomena, from a disciplinary and transdisciplinary perspective.
- Explain theories, laws, models, and schools of thought in relation to their authors and concrete situations;
- Situate various citizenship issues in a world-wide context.
- Demonstrate the qualities associated with scientific intellect and critical thinking, as well as the skill required to apply the qualitative and quantitative methods used in the field of social science.
- Use the research methods and work ethic necessary to pursue their studies.
- Use appropriate information technologies.
- Convey their ideas clearly and effectively in the language of instruction.
- Read and understand basic social science documents conveyed in their second language.
- Integrate the learning acquired throughout the program.

#### Admission

Candidates who hold a secondary school diploma (SSD) but who have not passed the following courses will be required to complete remedial courses:

- Secondary V Language of Instruction
- Secondary V Second Language
- Secondary IV Mathematics
- Secondary IV Physical Science
- Secondary IV History of Quebec and Canada

### University Studies

The *Social Science* program is a pre-university program of the Ministère de l'Éducation et de l'Enseignement supérieur. It was designed as a lead-in to university studies in the broad areas of social science, law, education, and administration.

#### Fields of University Studies:

- Accounting
- Anthropology
- Archaeology
- Cinema
- Commerce
- Computer Science
- Criminology
- Cultural Affairs
- Dramatic Arts
- Economics
- Education
- Educational Psychology
- Educational and Vocational Counselling
- Folk Art and Traditions
- Environmental Design
- Genealogy
- Geopolitics
- Geography
- Gerontology
- Graphic Design
- History
- Human Kinetics
- Industrial Relations
- Information Management
- Journalism
- Law
- Legal Science
- Leisure Studies
- Management
- Mathematics
- Philosophy
- Physical Education
- Psychology of Communications
- Public Relations
- Political Science
- Religious Studies
- Remedial Education
- Sexology
- Social Work
- Sociology
- Special Education
- Teaching: preschool, elementary and secondary
- Translation
- Tourism Management
- Urban Planning

## **The Social Science Program is what I'm looking for because...**

It is aimed at preparing me to pursue my university studies in the major social science fields, law, education, and management by providing me with a scientific grounding based on the acquisition and integration of the knowledge and methods common to a variety of social sciences.

### **The Bilingual Education Option**

- Allows me to enrol in a personalized immersion program during my sciences humaines/social science college studies;
- Is an important mechanism for providing me with an excellent pre-university education;
- Is a unique advantage for entry into the labour market regardless of the job and its location (province, country, or elsewhere).

If I am a first- and second-year student, I can register in the bilingual option on a term-by-term basis. I choose the course(s) that I wish to take in the French profile, 300.A0 Sciences humaines, for each term. At the beginning of the semester, I meet with the teachers involved for an assessment of linguistic skills and level of motivation.

### **Program Outlines**

At the Cégep de Sept-Îles, Social Science is a fifty-eight-credit program of thirty (30) courses.

### **General Education Component (26 2/3 credits)**

- English, language of instruction and literature (4 courses)
- French, second language (2 courses)
- Humanities (3 courses)
- Physical Education (3 courses)
- Complementary courses (2 courses)

Note that the complementary course 420-GFT-SI Introduction to Computers is a compulsory course in the first term.

### **Specific Component (30 credits)**

#### **Compulsory Methodology Courses (3 courses)**

300-300-RE Practical Initiation to Social  
300-301-RE Integration Activity in Social Science  
360-300-RE Quantitative Methods

#### **Compulsory Introduction Courses (3 courses)**

330-910-RE History of Western Civilization  
350-102-RE General Psychology  
383-920-RE Introduction to Economics I

#### **Application/Enrichment Courses**

330-972-SI History of Modern Times  
385-943-SI Introduction to Geopolitics: The World Today  
381-905-SI Cultural Anthropology  
385-942-SI Politics in Quebec and Canada  
410-916-SI Business and Law  
383-921-SI Economic Agents  
330-951-SI Historical Backgrounds of Contemporary Québec  
201-301-RE Advanced Quantitative Methods or  
350-903-SI Social Psychology  
101-901-SI Human Biology or  
350-901-SI Human Development

#### **Graduation Requirements**

To graduate, in addition to the successful completion of all the courses in the program grid, students are required to pass the English Exit Exam, also called the Ministerial Exam of Language of Instruction. They are also required to pass the Comprehensive Assessment by the end of the fourth semester, in the 300-301-RE course (Integration Activity in Social Science).

In each discipline (History, Psychology, Economics, etc.), the introductory course is a prerequisite for the following second or third courses.

#### **NEW - International Cooperation Travel Option**

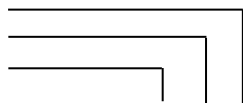
It will be possible for students to opt for an international cooperation trip as part of the final diploma course leading to a college diploma. (In development)

**Class distribution**

**300.A3  
Social Science**

**Periods/week**

Personal work  
Laboratory work  
Theory – Class



1 <sup>st</sup> Semester		Pond.		
<b>General education courses</b>				
603-101-MQ	Introduction to College English	2	2	4
345-101-MQ	Knowledge	3	1	3
602-10X-MQ	Langue française et... (test de classement)	2	1	3
109-101-MQ	Physical Activity and Health	1	1	1
420-GTF-SI	Using Computers	1	2	3
<b>Specific or Concentration courses</b>				
330-910-RE	Initiation to History of Western Civilization	2	1	3
350-102-RE	Initiation to Psychology	2	1	3

2 <sup>nd</sup> Semester		Pond.		
<b>General Education Courses</b>				
603-102-MQ	Literary Genres	2	2	3
345-102-MQ	World Views (IRP: 345-101-MQ)	3	0	3
109-102-MQ	Physical Activity and Effectiveness	0	2	1
602-GTX-SI	Langue française et... (IRP: 602-10X-SI)	2	1	3
<b>Specific or Concentration Courses</b>				
330-972-SI	History of Modern Times (IRP: 330-910-RE)	3	0	3
360-300-RE	Quantitative Methods (IRP: 420-GTF-SI)	2	2	2
385-943-SI	Introduction to Geopolitics: The World Today	2	1	2
381-905-SI	Cultural Anthropology	2	1	3

Note: Prerequisite course

A course is considered as a prerequisite for another if it provides the student with necessary knowledge and helps them develop skills or behaviours essential to another course.

**PEA:** Prerequisite – required establishment

**PER:** Prerequisite – relative establishment (50 %)

**PEC:** Prerequisite – concurrent establishment

3 <sup>rd</sup> Semester		Pond.		
<b>General education courses</b>				
109-103-MQ	Physical Activity and Autonomy (IAP : 109-101-MQ et 109-102-MQ)	1	1	1
603-103-MQ	Literary Themes	2	2	3
XXX-GTX-03	Complementary Course #2	1	2	3
<b>Specific or Concentration Courses</b>				
300-300-RE	Practical Initiation to Social Science Methodology	2	2	2
383-920-RE or xxx-xxx-SI	Initiation to Global Economics or Overview of North America's Native Cultures	2 x	1 x	3 x
201-301-RE or 350-903-SI	Advanced Quantitative Methods or Social Psychology (IAP: 360-300-RE or IRP: 350-102-RE)	2	1	3
385-942-SI	Politics in Quebec and Canada (IRP: 385-941-SI)	3	0	3
401-916-SI	Business and Law	2	1	2

4 <sup>th</sup> Semester		Pond.		
<b>General Education Courses</b>				
603-GTM-SI	English for Programs: Non-Fiction	2	2	2
345-GTS-SI	Ethics (IRP: 345-101-MQ or IRP: 345-102-MQ)	3	0	3
<b>Specific or Concentration Courses</b>				
300-301-RE	Integration Activity in Social Science (IRP: 360-300-RE IAP: 300-300-RE Last Term Student)	1	2	3
383-921-SI	Economic Agents (IRP: 383-920-RE)	3	0	3
101-901-RE	Human Biology	2	1	3
350-901-SI	Human Development (IRP: 350-102-RE)	2	1	3
330-951-SI	Historical Backgrounds of Contemporary Quebec (IRP: 330-910-RE)	3	0	3

## SPECIFIC OR CONCENTRATION COURSES

**101-901-RE**

**W**

**Human Biology**

**2-1-3**

This course is part of specific education for the Social Sciences program. It is a university prerequisite for those who are going into the fields of psychology and school and social adaptation.

- You appreciate a song playing on your iPod.
- Just by the smell, you know that you're probably eating chili and tacos tonight.
- You wonder if street drugs such as marijuana and ecstasy really affect the brain.
- Your cousin must take insulin every day. Which body system is not functioning properly?
- Many people say that you look like your father. How can that be?

All of these biological phenomena can be explained by examining the fundamental concepts of human anatomy (structure of the human body) and physiology (functioning of those structures). In this course, emphasis is directed toward three of the most fascinating systems: nervous, endocrine, and reproductive. Selected topics integrate organization of the human body, cell physiology, overview of the nervous and endocrine systems, neurotransmitters and drug abuse, and reproduction and genetics.

**Statement of the competency:**

"To explain the cellular and systematic regulation and the reproductive system of the human organism."

**300-300-RE**

**A**

**Practical Initiation to Social Science Methodology**

**2-2-2**

This course is an introduction to modern social research methods. The student will learn the fundamental concepts related to the scientific method and ethic and at the same time develop a scientific attitude, which is manifested by a concern for precision, prudence in the interpretation of results, and a realization of the relativity of conclusions. In short, students will learn how to be intelligent consumers of other people's research.

The aim of the course is also to enable students to develop appropriate research tools and communication skills.

**300-301-RE**

**W**

**Integration Activity in Social Science**

**1-2-3**

This is the last course within the methodological sequence of the Social Science program. Students are expected to demonstrate that they have acquired the competencies and abilities of the program, usually by conducting a social science research project. This course emphasizes responsibility, creativity, and the development of an understanding of the importance of adopting a global or multidisciplinary approach to solve social science problems.

**330-910-RE**

**A**

**Initiation to History of Western Civilization**

**2-1-3**

As you begin your first semester, it is our job to initiate you to the main disciplines of the social sciences. How can an initiation be more interesting in history than beginning with the beginning itself? Mesopotamia, Egypt, Greece, and Rome are full of particularities that we are still carrying in our everyday life. Politically, economically, and culturally, we have a lot in common with ancient societies, and especially with Europe since the Middle Ages. Through the creation of modern states, the choices made by these societies have had a clear impact on how we deal with war, peace, crisis, epidemics, and education. A teacher of mine used to say: "People who ignore their history are ready for demagogues and tyrants"; it is now the time to take you out of ignorance so you will keep your rights and freedom intact, and recognize their fragility, and therefore the importance of fighting for them.

**330-951-SI**

**W**

**Historical Backgrounds of Contemporary Quebec**

**3-0-3**

**IRP: 330-910-RE**

What do you see as some of the main challenges facing Quebec today?

Quebec is unique within the Canadian Confederation. This course will provide an overview of the development of Quebec until the present day; political life, socio-economical transformations, and cultural evolution will be examined.

**330-972-SI** **W**

**History of Modern Times**

**3-0-3** **IRP: 330-910-RE**

Can we learn to live better by looking at our past? This course offers students the opportunity to develop an open mind regarding the world they are living in and an understanding of a world that has become increasingly interdependent and complex. To do so, they will learn about social, political, cultural, and economic movements of the past 150 years that are still shaping the world we live in. By looking at the roots of contemporary issues, students will develop their capacity to analyze and to conceptualize, and, most of all, to develop critical thinking skills. Armed with knowledge of today's issues, students are more likely to be able to create the kind of world in which they would like to live.

**350-102-RE** **A**

**Initiation to Psychology**

**2-1-3**

This course explores a wide range of topics that are investigated by psychologists desiring to comprehend human nature and behaviour. Some of the areas covered will include: the human brain, genetics and evolution, sensation and perception, emotion and motivation, cognition, memory, consciousness, sex and gender, personality and individual differences, and psychopathology and its treatments. It is to be noted that the emphasis placed on a specific theme may vary according to the professor's specialty. Moreover, basic concepts, methods, theories, and major findings in these areas will be examined.

**350-901-SI** **W**

**Human Development**

**2-1-3** **IRP: 350-102-RE**

From the moment we are first conceived to the day we die, we are constantly changing and developing. While some of the changes we undergo are results of chance incidents and personal choices, the vast majority of life changes and stages we pass through are due to our common biological and psychological heritage as human beings, and are shared by all people.

This life-span development course is designed to provide you with an overview of the important common developmental stages that human beings pass through: birth, infancy, adolescence, adulthood, old age and finally death. Along the way we learn how to use our bodies, to communicate, to form relationships, to work and to love. Knowing something about how people typically develop themselves over time thus helps us to place our problems and illnesses into context, and also suggests ways that our problems can be fixed.

During this course, we will embark on a unique and passionate adventure of self-discovery and gain a better comprehension of what animates our human nature. You may even get to better understand your family, friends, and peers. Moreover, each one of you will participate and bring your own colour to this course, making this a unique experience.

**350-903-SI** **A**

**Social Psychology**

**2-1-3** **IRP: 350-102-RE**

This course focuses on the social influences on behaviour, thoughts, and feelings of individuals and groups, including those leading to conformity, obedience, attitude change, the shaping of the individual's perception, thought process, and self-concept. Other themes such as prejudice, aggression, leadership, and interpersonal attraction will be equally tackled. Thus, students will apply theories and research to analyze and explain their own personal experiences as well as everyday situations.

**360-300-RE** **W**

**Quantitative Methods**

**2-2-2** **IRP: 420-GTF-SI**

Mark Twain once said: "There are lies, damned lies, and statistics."

Well, Mark Twain is right, and Mark Twain is wrong!

He is right in the sense that improper statistical analysis can be used and is used by groups of influence to mislead public opinion. However, when done properly, statistics provide a powerful tool for analyzing huge sets of information and can provide insight into essential truths behind those numbers. A good understanding of the theory and procedures of statistics is a powerful vaccine against manipulation of public opinion. Quantitative Methods will introduce you to the basics of statistical theory and procedures.

**381-905-SI** **W**

**Cultural Anthropology**

**2-1-3**

What is anthropology? Anthropology attempts to understand worldwide human culture. How are we the same? How are we different? How have we changed over time, socially, in our traditions, in our language? Anthropology looks backwards and forwards in time. Anthropology looks at small things like chicken dinner and big things like how and when you should get married. This course gives you a chance to try field work in anthropology: look at your own society as an observer and see what you learn. Gender, family, ethnicity... this course looks at culture in particular through the lens of an anthropologist.

**383-920-RE** **A**  
**Initiation to Global Economics**  
**2-1-3**

This course helps the student understand the great economic problems of unemployment, inflation, and economic crises, as well as international trade. It explains the functioning of the banking system and the various governmental institutions regulating the economy. The course explains the causes of economic crises and how appropriate policies and instruments can mitigate them.

**383-921-SI** **W**  
**Economic Agents**  
**3-0-3** **IRP: 383-920-RE**

The course helps the students understand the behaviour of consumers and firms in a free market. It explains the cost structure and market positions of business enterprises. The students will understand how prices, quantities, profits, and wages are determined.

**385-942-SI** **A**  
**Politics in Quebec and Canada**  
**3-0-3**

This course provides an overview of the development of Canadian federalism, the history of political parties in both Quebec and Canada, and government institutions and processes at federal and provincial levels.

**385-943-SI** **W**  
**Introduction to Geopolitics: The World Today**  
**2-1-2**

This course enables the student to understand the main geopolitical issues of the world today by studying its international problems. The student is introduced to the contemporary world in a multidisciplinary perspective that involves its most significant geographical, political, economic, demographic, and cultural dimensions. As chosen by the teacher, these problems will enable the study of knowledge typically related to the social sciences.

At present, there are numerous geopolitical issues facing the world, such as climate change, the rise of China, the various aspects of globalization, and the resurgence of the extreme right; it cannot be denied that tomorrow's world will be marked by the way in which all of these issues develop. In taking this introductory geopolitics course, the student will be able to understand these issues and thereby be prepared to think and act as an informed citizen.

**401-916-SI** **A**  
**Business and Law**  
**2-1-2**

The main objective of this course is to offer the student the legal understanding necessary to interpret everyday encounters with the law. Its goal is to arouse the student's awareness of the rules of the law that are applicable to the business world. It also identifies certain judicial problems and tries to allow a certain understanding to prevent unfortunate situations and, eventually, how to resolve them.

# GENERAL EDUCATION COURSES

## 109-101-MQ

A

### Physical Activity and Health

#### 1-1-1

A healthy mind in a healthy body.

This is now the chance to concentrate your effort on your body. How is your fitness level? How much can you improve by training for an entire semester? What are all the ramifications of being active? How can your lifestyle affect your health? All of these questions will be answered by the experience you will go through in this gym class. You will learn theory, but most of the time you will live it.

## 109-102-MQ

A

### Physical Activity and Effectiveness

#### 0-2-1

A healthy mind in a healthy body.

This is now the chance to concentrate your effort on your body. How is your fitness level? How much can you improve by training for an entire semester? What are all the ramifications of being active? How can your lifestyle affect your health? All of these questions will be answered by the experience you will go through in this gym class. You will learn theory, but most of the time you will live it.

## 109-103-MQ

W

### Physical Activity and Autonomy

#### 1-1-1

Did you ever think that playing in a hockey league, getting your yellow belt in judo, or running in your neighbourhood could be part of a college course? This is the case here: you will build this course with physical activity that you enjoy doing. And with motivation and determination, you will develop all the autonomy you need to pursue active living beyond your studies.

## Courses from group 1

### 109-111-SI / Training methods – Physical activity and health (109-101-MQ)

The student will learn notions about health, fitness, and motivation factors in fitness. The fitness activities suggested by this course will consist of a mix of training methods that can be practised either in groups or individually. (E.g., jogging, spinning, circuit training, workout, etc....)

### 109-112-SI / Sports - Physical activity and health (109-101-MQ)

The student will learn notions about health, fitness, and motivation factors in fitness. The fitness activities suggested by this course will consist of a mix of many sports and fitness activities that can be practised in Sept-Iles.

(E.g., volleyball, basketball, badminton, football, hockey, ultimate Frisbee, etc....)

## Courses from group 2

### 109-201-SI / Badminton - Physical activity and effectiveness (109-102-MQ)

Students will learn to apply a procedure that will help improve their technical and tactical skills in badminton. The course will consist of one two-hour period per week for 15 weeks.

### 109-202-SI / Volleyball - Physical activity and effectiveness (109-102-MQ)

Students will learn to apply a procedure that will help improve their technical and tactical skills in volleyball. The course will consist of one two-hour period per week, for 15 weeks.

### 109-203-SI / Cross-country skiing - Physical activity and effectiveness (109-102-MQ)

Students will learn to apply a procedure that will help improve their technical and tactical skills in cross-country skiing and modify their approach to winter outdoor activities. This course will be spread over a 10-week period, to which one or two nights or week-end mandatory activities will be added to complete the 30 hours needed for the specific course.

### 109-204-SI / Touch-Football - Physical activity and effectiveness (109-102-MQ)

Students will learn to apply a procedure that will help improve their technical and tactical skills in touch-football. This course will be spread over a 10-week period, to which one or two nights or week-end mandatory activities will be added to complete the 30 hours needed for the specific course.

## Courses from group 3

### 109-301-SI / Individual training – Physical activity and autonomy (109-103-MQ)

Using an autonomous approach, students will apply the knowledge they acquired in the first two courses to plan and practise a chosen physical activity that will improve their fitness and lifestyle and have a positive impact on their general health. The students will be individually monitored. Coaching will be done regarding the fitness program that the students will have elaborated on their own.

## 345-101-MQ

A

### Knowledge

#### 3-1-3

In this course, students apply a logical analytical process of organizing and using knowledge. We choose one theme around which to organize this exploration, to recognize the basic elements of a field of knowledge, situate a field of knowledge within its historical context, organize the main components into coherent patterns, and produce a synthesis. Students research and present various projects.



**345-102-MQ**  
**World Views**  
**3-0-3**

**W**

**IRP: 345-101-MQ**

In this course, students investigate how individuals, groups, societies, and nations organize ideas, perceptions, and values into explanatory patterns. Students will explore major ideas and value systems through which people seek to explain the world and their place in it by looking at the ways individuals and societies view human endeavours, today and in the past. Close examination of the worldviews of a variety of groups will help students be more aware of their personal viewpoint and the effect this perspective has on their understanding of their world.

**345-GTS-SI**  
**Ethics**  
**3-0-3**

**W**

**IRP: 345-102-MQ**  
**IRP: 345-102-MQ**

In this course, students try to understand how humans decide what is right and wrong. Students explore ideas that can help them decide what to do in difficult situations. This is called applied ethics: we begin by learning about several moral theories that can be used to frame a problem; then, we look at a variety of ethical issues and use the moral theories to explore possible solutions. More than memorizing concepts and struggling with “thought problems,” the ideas explored in this course should help students respond to complicated ethical issues in their field of study, in their work, and in their personal lives.

**602-10X-MQ**  
**Langue française et communication**  
**2-1-3**

**A**

Ce premier cours de français langue seconde vise à consolider et à développer les acquis de base de la grammaire française en respect du code grammatical et orthographique. En ce sens, l’objectif général du présent cours « communiquer en français courant avec une certaine aisance » s’articule autour des éléments de compétence suivants : rédiger et réviser un texte simple, interpréter un texte écrit, produire et interpréter un texte oral.

**602-GTX-MQ**  
**Langue française et communication II**  
**2-1-3**

**A**

Ce premier cours de français langue seconde vise à consolider et à développer les acquis de base de la grammaire française en respect du code grammatical et orthographique. En ce sens, l’objectif général du présent cours « communiquer en français courant avec une certaine aisance » s’articule autour des éléments de compétence suivants : rédiger et réviser un texte simple, interpréter un texte écrit, produire et interpréter un texte oral.

**603-101-MQ**  
**Introduction to College English**  
**2-2-4**

**A**

In this course, you will read a variety of different types of essays. You will also practise writing essays that use rhetorical patterns such as narration, description, example, comparison, process analysis, classification, and definition. We will explore what makes a great essay and practice organizing our ideas into well-structured texts that make our ideas clear to our readers.

**603-102-MQ**  
**Literary Genres**  
**2-2-3**

**W**

This course teaches you to use an analytical approach to interpreting imaginative literature. You will explore a variety of works from three different genres: fiction, poetry, and drama. You will practise finding literary techniques and devices in the works you read. This experience will help you analyze works and allow you to share your ideas about what we have read in the form of presentations and critical essays.

**603-103-MQ**  
**Literary Themes**  
**2-2-3**

**A**

This course asks you to examine a variety of texts from a thematic perspective and explore their cultural context and value systems. A theme extends beyond the boundaries of a particular work; a theme connects to our world. Your interpretation of a theme arises out of your personal experience, background, and knowledge. If you explore the elements of a work, look for clues that reinforce important ideas, and apply a critical approach to literary themes, you will gain insight into the text and, perhaps, into your life.

**603-GTM-SI**  
**English for Programs**  
**2-2-2**

**W**

In this course, you will read, analyze, and write about non-fiction works from a variety of disciplines. You will get a better understanding of how writing is adapted to various disciplines and do research that is related to your field of study. You will use a variety of tools to present information, including: concept maps, slide presentations, movie-making software, and Prezi. You will practise writing in a variety of formats, including: précis, analysis, critique, poster, blog, letter, curriculum vitae, and reflective portfolio.

## COMPLEMENTARY COURSES

120-GTB-SI

A

**Nutrition, a Science of Everyday Life**

1-2-3

**You make choices every day that involve your nutrition and health. What should I eat for breakfast? Should I really eat whole wheat bread? Should I have one scoop of ice cream or two? Should I go to the gym at noon?**

Nutrition is always in the headlines: trans fats, organic food, antioxidant supplements, Atkin's, Montignac diets, food linked to cancer prevention...

We often forget that our body is really a "machine" with needs based on scientific evidence.

This course will guide you through the critical thinking processes needed to apply nutritional knowledge to your everyday choices. You will taste and cook some nutritious alternatives, analyze your own diet, and develop the decision-making skills needed to navigate the scores of choices you face when deciding what to eat and **what to believe**.

Competency statement:

"By applying the scientific method, the student will be able to elaborate and evaluate an appropriate diet to meet nutritional needs for different life situations."

420-GSD-03

A

**Computer Applications**

1-2-3

This introductory course familiarizes students with the functionality of the internal SLC computer network, the Microsoft Windows Operating System, and the Microsoft Office Applications Suite. Course content explores the effective use of the student intranet site and email system, the theory and concepts of computer hardware and software, the Windows operating system, file management techniques, and Internet browsers. Students are also introduced to the current version of Microsoft Word and how to open, save and print files, create documents, edit and format texts, insert lists, tables, and graphics, add and edit equations, and use referencing tools. Using Microsoft Excel, students create workbooks and worksheets, format worksheets, manipulate data cells and ranges, work with formulas and functions, and create and edit various charts from data. Students will learn the Maple programming language to create charts from mathematical equations.

607-GTA-SI

A

**Introduction to Spanish**

2-1-3

In this course, you will read, analyze, and write about non-fiction works from a variety of disciplines. You will get a better understanding of how writing is adapted to various disciplines and do research that is related to your field of study. You will use a variety of tools to present information including concept maps, slide presentations, movie-making software, and Prezi. You will practise writing in a variety of formats, including précis, analysis, critique, poster, blog, letter, curriculum vitae, and reflective portfolio.



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