CNA Online Learning

2023 - 24 Course Offerings

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This booklet contains the most comprehensive and up-to-date list of all online courses. Courses are offered pending sufficient enrollment and the availability of a qualified instructor. Some courses have prerequisites and limited enrollment.
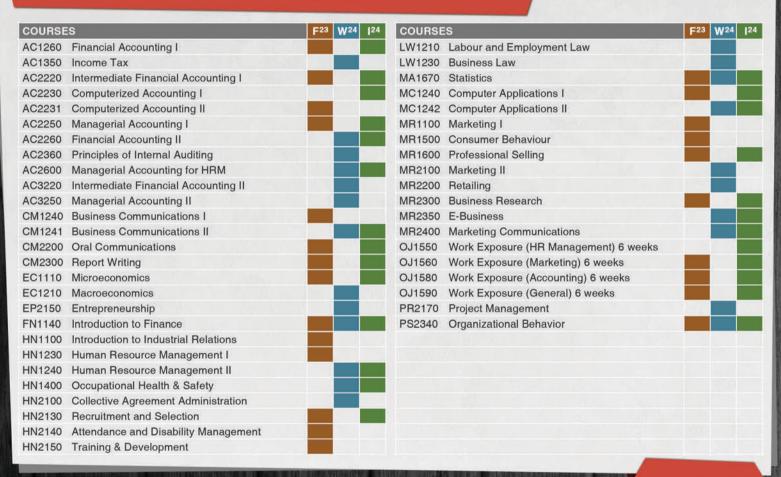
For more information on programs and course descriptions visit www.cna.nl.ca/programs-courses/program-guide.aspx

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Legend:
- F23 — Fall 2023
- I24 — Intersession 2024
- W24 — Winter 2024
- A-Q — ECE Cohort Levels
- M1-6 — Modules
- Hrs — Course Hours
- TBD — To Be Determined

BUSINESS ADMINISTRATION
DIPLOMA
Prior to Fall 2023 Intake

COURSES		F23	W24	I24
AC1260	Financial Accounting I	F23		I24
AC1350	Income Tax		W24	
AC2220	Intermediate Financial Accounting I	F23		I24
AC2230	Computerized Accounting I			I24
AC2231	Computerized Accounting II	F23		
AC2250	Managerial Accounting I	F23		I24
AC2260	Financial Accounting II		W24	
AC2360	Principles of Internal Auditing			I24
AC2600	Managerial Accounting for HRM		W24	
AC3220	Intermediate Financial Accounting II		W24	
AC3250	Managerial Accounting II		W24	
CM1240	Business Communications I	F23		
CM1241	Business Communications II		W24	I24
CM2200	Oral Communications	F23		I24
CM2300	Report Writing	F23		
EC1110	Microeconomics	F23		
EC1210	Macroeconomics		W24	
EP2150	Entrepreneurship		W24	
FN1140	Introduction to Finance	F23	W24	
HN1100	Introduction to Industrial Relations	F23		
HN1230	Human Resource Management I	F23		
HN1240	Human Resource Management II		W24	I24
HN1400	Occupational Health & Safety		W24	I24
HN2100	Collective Agreement Administration		W24	I24
HN2130	Recruitment and Selection	F23		
HN2140	Attendance and Disability Management	F23		
HN2150	Training & Development	F23		

COURSES		F23	W24	I24
LW1210	Labour and Employment Law		W24	
LW1230	Business Law		W24	
MA1670	Statistics	F23	W24	I24
MC1240	Computer Applications I	F23	W24	
MC1242	Computer Applications II		W24	
MR1100	Marketing I	F23		
MR1500	Consumer Behaviour	F23		
MR1600	Professional Selling	F23		I24
MR2100	Marketing II		W24	
MR2200	Retailing		W24	
MR2300	Business Research	F23		I24
MR2350	E-Business		W24	
MR2400	Marketing Communications		W24	
OJ1550	Work Exposure (HR Management) 6 weeks			I24
OJ1560	Work Exposure (Marketing) 6 weeks	F23		
OJ1580	Work Exposure (Accounting) 6 weeks	F23		
OJ1590	Work Exposure (General) 6 weeks	F23		I24
PR2170	Project Management		W24	
PS2340	Organizational Behavior	F23	W24	I24

BUSINESS MANAGEMENT (HRM)
DIPLOMA
Prior to Fall 2023 Intake

COURSES		F23	W24	I24
AC1260	Financial Accounting I	F23		I24
AC2230	Computerized Accounting I			I24
AC2260	Financial Accounting II		W24	I24
AC2600	Managerial Accounting for HRM		W24	I24
CM1240	Business Communications I	F23		
CM1241	Business Communications II		W24	
CM2200	Oral Communications	F23		
CM2300	Report Writing	F23		I24
EC1110	Microeconomics	F23		
EP2150	Entrepreneurship		W24	
EP2200	Business Planning	F23		
EP2250	Small Business Development	F23	W24	
FN1140	Introduction to Finance	F23	W24	I24
FN2110	Business Finance	F23		
HN1100	Industrial Relations	F23		
HN1230	Human Resource Management I	F23		
HN1240	Human Resource Management II		W24	I24
HN1400	Occupational Health and Safety		W24	I24
HN2100	Collective Agreement Administration		W24	
HN2110	Dispute Resolution		W24	
HN2130	Recruitment and Selection	F23		I24

COURSES		F23	W24	I24
HN2140	Attendance and Disability Management	F23		
HN2150	Training and Development	F23		
HN2200	Strategic Compensation and Benefits	F23		
HN2210	Human Resource Planning		W24	
HN3110	Current Topics in HRM & IR		W24	
LW1210	Labour and Employment Law		W24	
LW1230	Business Law		W24	
MA1670	Statistics	F23	W24	I24
MC1240	Computer Applications I	F23		
MC1242	Computer Applications II		W24	
MN2600	Strategic Management	F23		
MN3100	Business Ethics		W24	
MN3200	Performance Management		W24	
MR1100	Marketing I	F23		
MR2100	Marketing II		W24	
MR2300	Business Research	F23		I24
OJ1550	Work Exposure (HRM)			
PS2340	Organizational Behaviour	F23	W24	

ENTERPRISE WEB DEVELOPMENT
DIPLOMA

COURSES		F23	W24	I24
CM1400	Technical Report Writing I	■		
CM1401	Technical Report Writing II		■	
CP1212	Introduction to JavaScript	■		
CP1292	JavaScript and NodeJS		■	
CP1410	E-Commerce Web Analysis and Design		■	
CP1501	Business & E-Commerce		■	
CP1505	Designing Effective E-Commerce Sites			■
CP1580	Using Internet APIs		■	
CP1855	Introduction to Programming with Python	■		
CP1895	Advanced Python Programming		■	
CP2010	Frameworks	■		
CP2030	AWS Cloud Development	■		
CP2070	Social Media Management	■		
CP2075	Digital Analytics		■	
CP2080	Salesforce Development		■	
CP2085	Orientation to the EWeb Work Exposure			■

COURSES		F23	W24	I24
CP2205	Advanced PHP Laravel		■	
CP2426	PHP	■		
CP3105	Word Press		■	
CP3155	UI/UX Design		■	
CP3510	Relational Database Design		■	
CP4475	Emerging Trends and Innovation			■
CR1355	OS and Network Technologies	■		
CR1511	Website Development	■		
CR2805	Application Security	■		
EP1130	Business for Information Systems	■		
MA1900	Problem Solving for Information Technology	■		
OJ3106	EWeb Work Exposure			■
PR3000	Applied E-Commerce Website Project			■

EXECUTIVE OFFICE MANAGEMENT
DIPLOMA

COURSES		F23	W24	I24
AC1100	Bookkeeping I	■	■	
AC2100	Bookkeeping II		■	
AC2230	Computerized Accounting I	■		■
CM1100	Writing Essentials	■		
CM2110	Business Writing Fundamentals		■	
CM2200	Oral Communications	■		■
CP2110	Advanced Electronic Spreadsheets	■		
CP2310	Electronic Spreadsheets			■
CP2640	Desktop Publishing		■	
DM1200	Document Production I	■		
DM1210	Document Production II		■	
DM1300	Transcription		■	
DM2200	Document Production III	■		

COURSES		F23	W24	I24
DM2240	Document Production IV		■	
EP1110	Introduction to Business	■		
OF1101	Operational Management		■	
OF1105	Personal and Career Growth	■		
OF1305	Digital Tools for the Office			■
OF2100	Career Planning Strategies	■		
OF2101	Office Simulation		■	
OF2700	Career Readiness		■	
OJ1900	Work Exposure-Executive Office Management	■	■	
PS2340	Organizational Behaviour	■	■	

MEDICAL OFFICE MANAGEMENT
DIPLOMA

COURSES		F23	W24	I24
AC1100	Bookkeeping I	■	■	
AC2100	Bookkeeping II		■	
BL1330	Anatomy	■		
CM1100	Writing Essentials	■		
CM2110	Business Writing Fundamentals		■	
CM2200	Oral Communications	■		
CP2310	Electronic Spreadsheets			■
DM1200	Document Production I	■		
DM1210	Document Production II		■	
DM1300	Transcription		■	■
DM1400	Medical Transcription I	■		
DM1405	Medical Transcription II		■	
DM2200	Document Production III	■		

COURSES		F23	W24	I24
DM2240	Document Production IV		■	
EP1110	Introduction to Business	■	■	
OF1101	Operational Management		■	
OF1105	Personal and Career Growth	■		
OF1305	Digital Tools for the Office			■
OF2300	MCP Billing	■		
OF2400	Medical Office Management I	■		
OF2401	Medical Office Management II		■	
OF2700	Career Readiness		■	■
OJ1920	Work Exposure-Medical	■	■	
TM1100	Medical Terminology I	■		
TM2100	Medical Terminology II		■	

ACADEMIC TRADES ESSENTIALS

Program Length: Courses are offered in 8-week blocks, contact for details.

COURSES		F23	W24	I24
AM1000	Intorduction to Essential Skills	■		
AM1101	Math Essentials			
AP1102	Introduction to Apprenticeship	■		

COURSES		F23	W24	I24
CM2161	Communication Essentials			
MC1062	Computer Essentials	■		■
SD1761	Workplace Essentials			■

REHABILITATION ASSISTANT (OTA and PTA)
DIPLOMA

COURSES		F23	W24	I24
CM1270	Communications in Health Care	■		
HG1300	Professional Practice			■
HG1681	Ethics in Health Care			
PS1420	Health Care Organization and Structure		■	
TA1142	Orientation to Rehabilitation		■	
TA1150	Intro to Musculoskeletal Anatomy	■		
TA1231	Human Movement and Kinesiology	■		
TA1395	Anatomy & Physiology for Rehab Assistants		■	
TA1601	Introduction to Clinical Skills	■		
TA1612	Advanced Clinical Skills	■		
TA1701	Clinical Placement I		■	
TA2140	Disease, Injury and Intervention I	■		
TA2141	Disease, Injury and Intervention II		■	

COURSES		F23	W24	I24
TA2150	Community Rehabilitation and Wellness for the Older Adult			
TA2221	Communication Disorders in Rehabilitation			■
TA2521	Mental Health Concepts and Techniques		■	
TA2615	Therapeutic Skills II for the Rehab Assistants			
TA2671	Therapeutic Skills I for OTA			
TA2685	Therapeutic Skills I for PTA			■
TA2710	Clinical Placement III for Rehabilitation Assistants - 6 weeks			
TA2741	Clinical Placement II for OTA - 5 weeks			
TA2751	Clinical Placement II for PTA - 5 weeks			
TM1130	Medical Terminology	■		

VIDEO GAME ART & DESIGN
DIPLOMA

COURSES		F23	W24	I24
CM1100	Writing Essentials	■		
CM1400	Technical Report Writing I		■	
CM1521	Writing for the Arts		■	
CM2200	Oral Communications	■		
EP1100	Entrepreneurial Studies	■		
GD1120	Storytelling in Games I		■	
GD1130	Game Design Theory	■		
GD1140	Serious Games Theory		■	
GD1150	Game & Level Design I	■		
GD1160	Art for Games I	■		
GD1170	Sound Design for Games	■		
GD1180	Game Industry Professionalism	■		
GD1600	Business of Game Development		■	
GD2110	Game & Level Design II		■	
GD2121	Art for Games II		■	
GD2130	Storytelling in Games II		■	
GD2140	Game & Level Design III			■
GD2150	Art for Games III			■
GD2160	QA & Playtesting for Games			■
GD3100	Game & Level Design IV	■		
GD3110	Art for Games IV	■		

COURSES		F23	W24	I24
GD3120	3D Game Character Design	■		
GD3130	Visual Narrative for Games	■		
GD3140	Game & Level Design V		■	
GD3150	Interactive Storytelling		■	
GD3160	Portfolio for the Game Industry		■	
GD3170	Art for Games V		■	
GD3180	Game Design Capstone Project			■
GD3190	VR & AR in Games & Simulation		■	
HY1120	Prehistory to Renaissance	■		
HY1130	Renaissance to 20th Century		■	
PY1150	Photography	■		
VA1110	Drawing Methods & Media	■		
VA1115	2D Design	■		
VA1120	Digital Imaging		■	
VA1140	Figure Drawing		■	
VA1170	3D Design		■	
VA1400	Colour Theory	■		

ART & DESIGN ESSENTIALS
CERTIFICATE

COURSES		F23	W24	I24
CM1450	Writing Fundamentals	■		
CM1520	Writing for the Arts	■		
HY1120	Prehistory to Renaissance		■	
HY1130	Renaissance to 20th Century		■	
PD1120	Portfolio Development I		■	
PD1125	Portfolio Development II	■		
PD1130	E-Portfolio		■	
PY1150	Photography		■	

COURSES		F23	W24	I24
VA1110	Drawing Methods and Media	■		■
VA1115	2D Design	■		
VA1120	Digital Imaging		■	
VA1140	Figure Drawing		■	■
VA1170	3D Design		■	
VA1180	Time-based Media		■	
VA1185	Studio Practice	■		
VA1400	Colour Theory	■		

ECE ADMINISTRATIVE LEADERSHIP
ADVANCED DIPLOMA

COURSES	
EE3010	Leadership
EE3015	Relationship Building
EE3020	Culture & Diversity
EE3025	Mentoring in ECE
EE3030	Governance in ECE

COURSES	
EE3035	Financial Management in ECE
EE3040	Human Resources in ECE
EE3045	Conflict Resolution
EE3050	Current & Emerging Trends
EE3055	Reflective Practice in ECE

Course offering details available at, *https://dls.cna.nl.ca/eceadmin/course_offerings.shtml*

EARLY CHILDHOOD EDUCATION (ONLINE)
DIPLOMA

COURSES	
CM2130	Workplace Writing
EE1441	Family Studies II
EE1481	Inclusion II
EE1870	Community Resources
EE2040	Family Child Care
EE2180	Curriculum III
EE2255	Advanced Behaviour Guidance

COURSES	
EE2260	Introduction to Child Care Administration
EE2340	Child Development III
EE2350	Professional Practice
EE2470	Infant Development & Care
FH1500	Personal Wellness
FW2605	Field Placement III
FW2610	Field Placement IV

Course offering details available at, *https://dls.cna.nl.ca/ece/course_offerings.shtml*

EARLY CHILDHOOD EDUCATION (ONLINE)
CERTIFICATE / PART-TIME

COURSES	
EE1180	Curriculum I
EE1181	Curriculum II
EE1290	Positive Behaviour Guidance
EE1340	Child Development I
EE1341	Child Development II
EE1360	Observation
EE1420	Creative Experiences I
EE1421	Creative Experiences II

COURSES	
EE1440	Family Studies I
EE1480	Inclusion I
EE2500	School-Age Development & Care
FH1340	Health & Safety
FH1360	Childhood Nutrition
FW1600	Field Placement I
FW1601	Field Placement II
HR1300	Community & Human Relations

Course offering details available at, *https://dls.cna.nl.ca/ece/cohort_course_offerings.shtml*

BACHELOR OF APPLIED ARTS: ECE
APPLIED DEGREE

COURSES	
EE4005	Play With(in) Nature
EE4010	Social Justice in ECE
EE4015	Pedagogical Documentation
EE4020	Research in Early Childhood Education
EE4025	Supporting Well-being and Belonging

COURSES	
EE4030	Policy, Ethics, and Advocacy
EE4035	Inclusion III
EE4040	Indigenous Peoples and Education
EE4045	Educator as Researcher
EE4050	Multiliteracies in ECE

Course offering details available at, *https://dls.cna.nl.ca/ecedegree/course_offerings.shtml*

MENTAL HEALTH & ADDICTIONS
DIPLOMA

COURSES		F23	W24	I24
AD1100	Cultural Competence	■		
AD1105	Ethics & Professionalism	■		
AD1110	Human Service Relationships	■		
AD1115	Mental Health Fundamentals	■		
AD1205	Interviewing & Helping Skills I		■	
AD1210	Introduction to Addictions		■	
AD1215	Pharmacology & Dependency		■	
AD1220	Self-Care & Wellness		■	
AD1225	Trauma-Informed Practice		■	
AD2100	Assessment & Case Management			
AD2105	Human Development			
AD2110	Interviewing & Helping Skills II			
AD2115	Working with Families			

COURSES		F23	W24	I24
AD2200	Treatment & Recovery			
AD2205	Health Promotion			
AD2210	Working with Groups			
CM2100	Workplace Correspondence			
CM2200	Oral Communications	■		
CM2300	Report Writing			
FW1330	Field Placement I			■
FW2320	Field Placement II			
PS1140	Psychology I	■		
PS1145	Psychology II		■	
SD1120	Positive Mindset			

CAS TRANSFER: COLLEGE - UNIVERSITY
CERTIFICATE

COURSES		F23	W24	I24
PS1150	Introduction to Psychology I	■	■	■
PS1151	Introduction to Psychology II		■	■

COURSES		F23	W24	I24
SC1150	Principles of Sociology	■	■	■
SC1160	Sociology of Families		■	■

RECORDS & INFORMATION MANAGEMENT
DIPLOMA

COURSES		F23	W24	I24
AC1100	Bookkeeping I	■	■	
AC2100	Bookkeeping II		■	
CM1100	Writing Essentials	■		
CM2110	Business Writing Fundamentals		■	
CM2200	Oral Communications	■		
CP1010	File Management & Security	■		
CP2110	Advanced Electronic Spreadsheets	■	■	
CP2310	Electronic Spreadsheets			■
DM1200	Document Production I	■		
DM1210	Document Production II		■	
DM1300	Transcription		■	■
DM2200	Document Production III	■		
DM2240	Document Production IV		■	
EP1110	Introduction to Business	■		
OF1101	Operational Management	■	■	
OF1105	Personal and Career Growth	■		

COURSES		F23	W24	I24
OF1305	Digital Tools for the Office			■
OF2100	Career Planning Strategies	■		■
OF2700	Career Readiness		■	■
OJ1930	Work Exposure-RIM	■	■	■
RP1100	Introduction to Records Management	■		
RP1200	Archives Principles	■		
RP1205	Document Mngmt. Systems & Records Control		■	
RP1301	Document Control Processes	■		
RP1400	Information Security and Procedures		■	
RP2200	Classification Systems		■	

INFORMATION MANAGEMENT
POST DIPLOMA

COURSES		F23	W24	I24
CP3470	IM Systems Analysis and Design	■	■	
CR1050	IM Computer Technologies	■		
CR3540	Capstone Project			■
IM1370	Information Analysis & Communication	■		
IM2100	IM Business Principles & Practices	■		
IM2110	Information Privacy and Security		■	
IM2115	IM Strategic Documentation			■
IM3010	Orientation to the IM Work Exposure			■

COURSES		F23	W24	I24
LW1280	IM Legal & Regulatory Framework	■		
OJ3040	IM Work Exposure			■
OP1390	Information Management I	■		
OP1401	Information Management II		■	
OP1410	Information Life Cycle		■	
OP1600	Electronic Records Management		■	
PR2700	Project Management	■		

TOURISM & HOSPITALITY SERVICES
CERTIFICATE

COURSES		F23	W24	I24
CM1200	Oral Communications	■		
CM1450	Writing Fundamentals for the Workplace	■		
EP1100	Entrepreneurial Studies	■		
FW1130	Field Placement I			■
HS1131	Dining Room Operations		■	
HS1340	Bar & Beverage Operations		■	
HS1741	Hotel Operations	■		
MA1160	Practical Mathematics		■	

COURSES		F23	W24	I24
MC1850	Spreadsheet Applications		■	
MR1270	Customer Service	■		
TR1100	Cultural Tourism & the Arts		■	
TR1110	Tourism & Technology		■	
TR1120	Professional Certifications I		■	
TR1600	Newfoundland & Labrador Tourism Destinations		■	
TR1610	Introduction to Tourism	■		

ACCOUNTING
DIPLOMA

COURSES		F23	W24	I24
AC1260	Financial Accounting I	■		■
AC1350	Income Tax		■	
AC2220	Intermediate Financial Accounting I			
AC2230	Computerized Accounting I			■
AC2250	Managerial Accounting I			
AC2260	Financial Accounting II		■	■
AC2365	Principles of Internal Auditing		■	
AC3220	Intermediate Financial Accounting II		■	
AC3250	Managerial Accounting II		■	
AC3270	Payroll and Commodity Taxes			
CM1240	Business Communications I	■		
CM1241	Business Communications II		■	■
CM2200	Oral Communications			■
CM2300	Report Writing			
EC1110	Microeconomics	■		
EP2150	Entrepreneurship		■	

COURSES		F23	W24	I24
FN1140	Introduction to Finance	■		■
HN1230	Human Resource Management I			
HN1240	Human Resource Management II		■	■
LW1230	Business Law		■	
MA1670	Statistics			
MC1240	Computer Applications I	■		■
MC1242	Computer Applications II		■	
MR1100	Marketing I	■		
MR2100	Marketing II		■	
OJ1580	Work Exposure - Accounting			
SD2200	Work Exposure Orientation			

MARKETING
DIPLOMA

COURSES		F23	W24	I24
AC1260	Financial Accounting I	●		●
AC2230	Computerized Accounting I			●
AC2260	Financial Accounting II		●	
CM1240	Business Communications I	●		
CM1241	Business Communications II		●	●
CM2200	Oral Communications			●
CM2300	Report Writing			
CP2070	Social Media Management			
EC1110	Microeconomics			
EC1210	Macroeconomics			
EP2150	Entrepreneurship		●	
FN1140	Introduction to Finance	●		●
HN1230	Human Resource Management I			
HN1240	Human Resource Management II		●	●
LW1230	Business Law		●	
MA1670	Statistics			

COURSES		F23	W24	I24
MC1240	Computer Applications I	●		●
MC1242	Computer Applications II		●	●
MR1100	Marketing I	●		
MR1500	Consumer Behaviour			
MR1600	Relationship Selling			
MR2100	Marketing II		●	
MR2300	Marketing Research			
MR2400	Advertising & Marketing Comm.			
OJ1560	Work Exposure (Marketing)			
PR2170	Project Management		●	
PS2340	Organizational Behaviour			
SD2200	Work Exposure Orientation			

HUMAN RESOURCES
DIPLOMA

COURSES		F23	W24	I24
AC1260	Financial Accounting I	●		●
AC2230	Computerized Accounting I			●
AC2260	Financial Accounting II		●	●
AC2600	Managerial Accounting for HRM		●	
CM1240	Business Communications I	●		
CM1241	Business Communications II		●	●
CM2200	Oral Communications			
CM2300	Report Writing			
EC1110	Microeconomics			
EP2150	Entrepreneurship		●	
FN1140	Introduction to Finance	●		●
HN1100	Industrial Relations			
HN1230	Human Resource Management I	●		
HN1240	Human Resource Management II		●	●
HN1400	Occupational Health and Safety			
HN2100	Collective Agreement Administration		●	

COURSES		F23	W24	I24
HN2130	Recruitment and Selection			
HN2150	Training and Development			
LW1225	Employment Law			
LW1230	Business Law		●	
MA1670	Statistics			
MC1240	Computer Applications I	●		●
MC1242	Computer Applications II		●	●
MR1100	Marketing I	●		
MR2100	Marketing II		●	
MR2300	Marketing Research			
OJ1550	Work Exposure - HR			
PS2340	Organizational Behaviour		●	
SD2200	Work Exposure Orientation			

STRATEGIC HUMAN RESOURCE MNGMT.
DIPLOMA

COURSES		F23	W24	I24
AC1260	Financial Accounting I	●		●
AC2230	Computerized Accounting I			
AC2260	Financial Accounting II		●	●
AC2600	Managerial Accounting for HRM			
CM1240	Business Communications I	●		
CM1241	Business Communications II		●	●
CM2200	Oral Communications			
CM2300	Report Writing			
EC1110	Microeconomics			
EP2150	Entrepreneurship			
EP2200	Business Planning			
EP2250	Market Feasibility			
FN1140	Introduction to Finance	●		●
FN2110	Business Finance			
HN1100	Industrial Relations			
HN1230	Human Resource Management I	●		
HN1240	Human Resource Management II		●	●
HN1400	Occupational Health and Safety			
HN2100	Collective Agreement Administration			
HN2110	Dispute Resolution			
HN2130	Recruitment and Selection			

COURSES		F23	W24	I24
HN2140	Attendance & Disability Management			
HN2150	Training and Development			
HN2195	Inclusion, Diversity & Equity			
HN2200	Strategic Compensation & Benefits			
HN2215	Human Resource Planning			
HN3110	Current Topics in HRM			
LW1225	Employment Law			
LW1230	Business Law		●	
MA1670	Statistics			
MC1240	Computer Applications I	●		●
MC1242	Computer Applications II		●	●
MN2600	Strategic Management			
MN3100	Business Ethics			
MN3200	Performance Management			
MR1100	Marketing I	●	●	
MR2100	Marketing II		●	
MR2300	Marketing Research			
OJ1550	Work Exposure - HR			
PS2340	Organizational Behaviour			
SD2200	Work Exposure Orientation			

PROJECT MANAGEMENT
POST DIPLOMA

COURSES		F23	W24	I24
PJ1005	Intro to Project Management	X		
PJ1010	Project Planning - Scope & Quality	X		
PJ1015	PM Software & Excel	X		
PJ1020	Business Operations	X		
PJ1205	PM-Leadership & Teams	X		
PJ1210	PM-Stakeholder Management		X	

COURSES		F23	W24	I24
PJ1215	PM-Schedules & Budgets	X		
PJ1305	Risk & Issues Management		X	
PJ1310	Adv Project Planning & Control		X	
PJ2000	Agile Project Management		X	
PJ2005	PM-Applied Project		X	

CAS TRANSITION
CERTIFICATE

COURSES		F23	W24	I24
BL1020	Introductory Biology I	X	X	X
BL1021	Introductory Biology II	X	X	X
CH1030	Introductory Chemistry I	X	X	X
CH1031	Introductory Chemistry II	X	X	X
CM1060	Essential English I	X	X	X
CM1061	Essential English II	X	X	X
MA1040	Math Fundamentals I	X	X	X
MA1041	Math Fundamentals II	X	X	X
MA1670	Statistics	X	X	X
MA1700	Mathematics	X	X	
MC1240	Computer Applications I	X	X	X
MC1242	Computer Applications II	X	X	X
PH1050	Introductory Physics I	X	X	X

COURSES		F23	W24	I24
PH1051	Introductory Physics II	X	X	X
PS1150	Introduction to Psychology I	X	X	X
PS1151	Introduction to Psychology II	X	X	X
SC1110	Introduction to Sociology	X	X	X
SC1150	Principles of Sociology			X
SC1160	Sociology of Families			X
SD1120	Positive Mindset	X	X	X
SD1230	Career Exploration	X	X	X
SD1570	Effective Learning	X		X
SD1580	Critical Thinking across the Curriculum	X	X	

ATLANTIC TRADES BUSINESS SEAL
CERTIFICATE

COURSES		Hrs
TB1000	Marketing & Sales (Start date for Winter 2024 - TBD)	30
TB1010	Operations Mgmt. (Start date for Winter 2024 - TBD)	30
TB1020	Business Planning	30

COURSES		Hrs
TB1030	Human Resources Mgmt. (Start date for Fall 2023 - TBD)	30
TB1040	Financial Management (Start date for Winter 2024 - TBD)	30

X-RAY SKILLS FOR MLT
POST DIPLOMA

COURSES		F23	W24	I24
LX1010	Apparatus & Accessories			
LX1020	Radiographic Anatomy & Pathology			
LX1050	Radiographic Technique		X	
LX1060	Patient Care & Safety			X
LX1070	Simulated Practical Radiography			X
LX1080	Clinical Radiography			

COURSES		F23	W24	I24
LX1100	Digital Imaging & Quality Management		X	
LX1110	X-Ray Physics & Radiation Protection			
LX2000	Clinical I		X	

A dedicated **Help Desk Support Team** is available to serve your technical support needs. Our team members possess a wide range of technical skills and look forward to answering your questions, finding solutions to your problems and ensuring that your online experience is an enjoyable one. We aim to provide prompt courteous service within 24 hours.

HELP DESK SUPPORT
7-DAY SERVICE

EMAIL
dlshelp@cna.nl.ca

PHONE
1.877.465.2250 *(option 1)*
1.709.466.6961 *(local)*

LIVE CHAT
http://goo.gl/izkqgu

OFFICE HOURS *(Newfoundland Standard Time ~ NST)*

September - June	Monday - Thursday ~ 8:30 am - 7:00 pm
	Friday ~ 8:30 am - 4:30 pm
	Saturday & Sunday ~ CLOSED
July - August	Monday - Friday ~ 8:30 am - 4:00 pm

To ensure prompt service when contacting the Help Desk, it is a good idea to include the following information in your message:

- Your course name/number and Student ID number.
- Details on the problem you are experiencing, including any error messages you may have received.

Note: Due to the poor quality of reception, cell phone users are asked to repeat their contact information when leaving a message on voice mail.

CONTACT US
1.877.465.2250 *(+ option)*

Async = Asynchronous Program
Sync = Synchronous Program

STUDENT SERVICES CONTACTS	OPTION	LOCAL	EMAIL
Online Learning Help Desk	1	709-466-6961	dlshelp@cna.nl.ca
Admissions Clerk	1	709-466-6907	dladmissions@cna.nl.ca
Admissions Officers			
Accounting - Async / Art & Design Essentials / CAS Transition / Marketing / Business Admin. General) / Human Resources / Video Game Art & Design / Strategic Human Resource Mngmt.	1	709-433-3011	romona.keats@cna.nl.ca
Atlantic Trades Business Seal	1	709-466-6901	jessica.holloway@cna.nl.ca
Enterprise Web Dev. / Executive Office Mngmt. - Synchronous / Medical Office Mngmt. - Sync / Records & Information Mngmt. - Sync	1	709-466-6906	sherry.butler@cna.nl.ca
Executive Office Mngmt. - Async / Medical Office Mngmt. - Async / Records & Information Mngmt. - Async / Tourism & Hospitality Services	1	709-433-3020	louise.carpenter@cna.nl.ca
Bachelor of Applied Arts: ECE / Early Childhood Education / ECE Administrative Leadership	1	709-757-1392	jennifer.pearce@cna.nl.ca
Early Childhood Education	1	709-758-8578	juanita.bishop@cna.nl.ca
Information Management (Post Diploma)	1	709-292-5622	viva.cater@cna.nl.ca
Project Management (Post Diploma)	1	709-758-7363	grant.collins@cna.nl.ca
Rehabilitation Assistant (OTA/PTA)	1	709-758-7313	gina.obrien@cna.nl.ca
Bookstore	2	709-466-6965	dlsbookstore@cna.nl.ca
Customer Service / Service Coordinator	0	709-466-6943	dlservice@cna.nl.ca
eCounsellor	4	709-466-6498	suzanne.keeping@cna.nl.ca
Exams	0	709-466-6961	dlsexams@cna.nl.ca
Exemption / Credit Transfer / Prior Learning Assessment	1	709-466-6943	dlservice@cna.nl.ca
General Inquires	3	709-466-6962	learn@cna.nl.ca
International Student Coordinator	0	709 758-7290	internationaladmissions@cna.nl.ca
Peer Tutoring	4	709-466-6498	ecounsellor@cna.nl.ca
Student Development Officer / Student Aid Inquiries	1	709-466-6963	dlsdo@cna.nl.ca
Work Placements			
Business Administration / Management	0	709-466-6905	deidra.strowbridge@cna.nl.ca
Office Administration / Management	0	709-596-8933	tina.dean@cna.nl.ca

If you experience problems with your commercial Internet account, please contact your Internet Service Provider for assistance.