FAST TRACK YOUR WAY TO A NEW CAREER
- HEALTH OFFICE ADMINISTRATIVE SUPPORT
(see page 13 for details)

SPRING 2019
LEARNING GUIDE
SAULT COLLEGE CONTINUING EDUCATION

Michelle Fabbro
Health Office Administrative Support Graduate

Registration begins April 15, 2019
Visit us at www.saultcollege.ca/continuingeducation

Find the real you.
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In Partnership with Community Living Algoma

COURSE REFUNDS, WITHDRAWALS & TRANSFERS
To withdraw from a course, you must let the Registrar’s Office know before the second scheduled class. A refund (less a $15 Administration Fee) will ONLY be issued for a withdrawal request made before the second scheduled class. If the course has only one class, the withdrawal request must be made before the beginning of that scheduled class to be eligible for a refund.

COURSE CANCELLATIONS
The College reserves the right to cancel, combine, or postpone classes and to limit registration or change instructors.

PARKING
Parking on campus is free after 4pm from Monday to Friday and all weekend long. If you attend daytime workshops, please take Willow Entrance 1 and park in the Visitor coin lot. A $5 parking fee will apply upon exit, and you can stay as long as you’d like.
Sault College has extensive expertise in the design, development and delivery of customized training to meet your needs. Our training specialists work closely with you to identify your training requirements and ensure that a high-quality training program is created – both in design and delivery.

## Training Specialties

### Leadership & Management
- Transitioning into Leadership
- Project Management
- Finance for Non-Financial Managers
- Conflict Resolution
- Essential Skills
  (Document Use, Numeracy)

### Construction & Trades
- Construction Leadership & Supervision
- Welding
- Heavy Equipment
- Trade Exam Preparation
- Essential Skills
  (Document Use, Numeracy)
- Programmable Logic Controls
- Working at Heights

### Health Care
- Mental Health First Aid
- Patient Care Skills
- Safe Patient Handling
- Essential Skills
  (Document Use, Numeracy)

### Client Management
- Communication Skills
- Service Excellence
- Coaching
- Managing Teams
- Essential Skills
  (Document Use, Numeracy)

### Risk Management
- Forklift
- CPR
- Working at Heights
- Train the Trainer
- Confined Spaces

### Health Care
- Mental Health First Aid
- Patient Care Skills
- Safe Patient Handling
- Essential Skills
  (Document Use, Numeracy)

### Corporate Wellness
- Healthy Back
- Stress Management
- Nutrition & Weight Control
- Corporate Wellness Consulting
- Lifestyle Coaching

### Did You Know:

You may be eligible for funding for your employees. The Canada-Ontario Job Grant provides financial support for employee training. As an employer, you have total control over the training. Call 705-759-2554 Ext 2442 to learn more.

### Training Programs that fit into your busy schedule
- Flexible times – days, evenings & weekends
- Flexible locations
- Fast-tracked course delivery
- Credential exam preparation
- Alternative learning methods
COMPUTERS AND THE WEB

Computers 101 for Seniors - CED2843 - New!
This course is tailored to the senior audience. Whether you’re getting started with your first computer or are just looking to learn more about how they work, you will find all the information you need in this course.
May 22 to June 19 (5 Wednesdays)
Time: 6:30pm - 8:30pm  Cost: $77.08
Room: M1240

Social Media for Seniors - CED2840 - New!
No experience required! Seniors will learn how to use social media platforms to stay in touch with family and friends. Focus will be on Facebook, Twitter and Instagram.
June 13 (1 Thursday)
Time: 7:00pm - 8:30pm  Cost: $21.38
Room: M1245
CREATIVE ARTS

Better Digital Photography - Level 2 - CED2647
This course is for students who have completed Better Digital Photography. Students will build on the concepts learned in Better Digital Photography. Students will learn to improve picture-taking skills, learn about shutter speeds, apertures, focal lengths, meters, I.S.O's and composition. Take action shots, night shots, and better pictures of people and scenic pictures. Bring your camera to class.
May 22 - June 19 (5 Wednesdays)
Time: 7:00pm - 10:00pm  Cost: $136.41
Room: M2150

Social Ballroom Dancing - CED2129
Everything old is new again as people experience the resurgence in social ballroom dancing and take to the dance floor for both exercise and pleasure.
May 8 to June 26 (8 Wednesdays)
Time: 6:45pm - 7:45pm  Cost: $106.86
Room: A1080

Social Ballroom Dancing Continued - CED2130
Join us for a continuation of Social Ballroom Dancing where we will add to the Foxtrot, Jive and Slow Latin as well as learn the basics of Slow Waltz and Social Tango.
May 8 to June 26 (8 Wednesdays)
Time: 8:00pm - 9:00pm  Cost: $106.86
Room: A1080

FITNESS AND DANCE

Outdoor Waterfront Bootcamp - CED2844 - New!
Join us for cardiovascular conditioning, strength training and stretching in this outdoor Bootcamp and work up a sweat getting creative with a variety of different exercises. Please dress according to the weather.
May 15 to June 26 (7 Wednesdays)
Time: 6:45pm - 7:45pm  Cost: $61.29
Room: Waterfront Adventure Centre

SUP Paddleboard Yoga for Beginners - CED2842 - New!
Get your feet wet with this paddleboard yoga class for beginners. Come walk on water with us and enjoy the world’s fastest growing water sport combined with some gentle yoga poses and stretches.
June 12 to July 17 (6 Wednesdays)
Time: 5:30pm - 6:30pm  Cost: $55.70
Room: Waterfront Adventure Centre

Ready, Set, RUN - CED2799
Get motivated! This progressive beginner running program includes run/walk days plus strength training to help you run a 5km race.
May 6 to June 26 (7 Mondays, 8 Wednesdays)
(No class Monday, May 20th)
Time: 5:30pm - 6:30pm  Cost: $87.97
Room: Waterfront Adventure Centre
**LANGUAGE**

**Italian for Travellers - CED2272**
Welcome to the Italian class! The focus of this introductory Italian class for travellers will be on oral communication where students will be able to express opinions and ideas in prepared and open-ended conversations.

May 6 to June 24 (7 Mondays)
(No class Monday, May 20th)
Time: 7:00pm - 8:30pm  Cost: $98.11
Room: M2020

**Spanish for Travellers - Part 2 - CED2294**
Prerequisite: CED2272
Review the basics learned in Spanish for Travellers 1 and practice more conversation skills and pronunciation skills.

May 7 to June 25 (8 Tuesdays)
Time: 7:00pm - 8:30pm  Cost: $111.29
Room: M2030

**OUTDOOR LIVING**

**Canadian Fire Arms Safety Course (PAL) - CED2070**
This course includes the mandatory exam for Firearms License application, as administered by the Canadian Firearms Program. Please bring two pieces of government-issued I.D. with you to class.

May 31 to June 1 (1 Friday, 1 Saturday)
Time: Friday 6:00pm - 10:00pm
Saturday 9:00am - 6:00pm  Cost: $185.25
Room: M1230

**Canadian Fire Arms Safety Course Restricted - CED2072**
Prerequisite: PAL Non-Restricted and minimum of 18 years of age. This course covers safety training on hand guns and includes the Restricted Firearm Test. Please bring two pieces of government-issued I.D. with you to class.

July 5 to July 6 (1 Friday, 1 Saturday)
Time: Friday 6:00pm - 10:00pm
Saturday 9:00am - 6:00pm  Cost: $185.25
Room: M1230

**Hunter Safety - CED2188**
Prerequisite: PAL (Possession and Acquisition License) or POL (Possession Only License) is required. Successful completion of this course will allow you to apply for your Hunting Outdoor Card. Please bring two pieces of government-issued I.D. with you to class.

June 1 to June 2 (1 Saturday, 1 Sunday)
Time: Saturday 6:00pm - 9:00pm
Sunday 9:00am - 6:00pm  Cost: $283.43
Room: M1230

**Hunter Safety and PAL Course - CED2182**
This is a comprehensive Possession and Acquisition License and Hunter Safety Course. Please bring two pieces of government-issued I.D. with you to class.

May 31 to June 2 (1 Friday, 1 Saturday, 1 Sunday)
Time: Friday 6:00pm - 10:00pm
Saturday 9:00am - 9:00pm
Sunday 9:00am - 6:00pm  Cost: $331.29
Room: M1230
Motorcycle Training: Basic (Gearing Up Program) - CED1050
Prerequisite: You must have an M1 learner permit prior to starting the course. Upon successful completion, you will be eligible to receive your M2 license without further testing.
Weekend Classes are held Friday from 6:00pm-9:00pm, and both Saturday and Sunday from 9:00am-5:00pm. Weekday Classes are held Monday, Tuesday, Wednesday, and Thursday from 5:30pm-10:00pm.
Cost: $510.00
Room: G1300

PERSONAL GROWTH AND WELLNESS

Going Zero Waste - CED2837 - New!
Learn how to lessen your environmental impact! This course will provide you with the knowledge to make realistic strides toward reducing the waste produced by individuals and families.
May 29 (1 Wednesday)
Time: 7:00pm - 9:00pm  Cost: $27.37
Room: M2020

Introduction to Personal Makeup Application - CED2841 - New!
This workshop will introduce you to day-to-day techniques used when applying your own makeup. Build your confidence and tap into your creativity in this fun interactive workshop.
June 4 (1 Tuesday)
Time: 7:00pm - 9:00pm  Cost: $20.55
Room: M2020

May 10, 11, 12
May, 13, 14, 15, 16
June 3, 4, 5, 6
June 7, 8, 9
June 17, 18, 19, 20
June 21, 22, 23
July 8, 9, 10, 11
July 26, 27, 28
August 12, 13, 14, 15
Excel Intermediate - CED2788
Expand your knowledge of Excel. Learn to link workbooks, consolidate information from different worksheets, create and modify data maps, create Pivot Tables and more. Previous experience and use of Excel is required.
May 16 to June 20 (6 Thursdays)
Time: 6:30pm - 9:00pm  Cost: $111.67
Room: M1240

Getting Started as a Freelancer - CED2838 - New!
Are you intrigued at the thought of working from home? This course will provide the basic first steps an individual should take when starting out in the world of freelancing.
May 30 (1 Thursday)
Time: 7:00pm - 8:30pm  Cost: $21.38
Room: M2020

Using Canva - CED2839 - New!
This course will provide students with an overview of the free online graphic design program. Students will learn how to create different types of products and how to develop the platform for their brand.
June 12 (1 Wednesday)
Time: 7:00pm - 8:30pm  Cost: $21.38
Room: M1240

NORCAT
Discover how your company can benefit from NORCAT's eLearning Solutions!
As a NORCAT partner, Sault College offers
- General Orientation
- Underground Orientation
- Confined Space Awareness
- Confined Space Entry (Ontario)
- Fall Protection Awareness
- General Lock Out and Tag Out
- Transportation of Dangerous Goods
- WHMIS
- Vale General Orientation - Tier 1

WORKPLACE TRAINING
- Workplace Violence & Harassment
- Office Safety Awareness
- Safe Work Practices
- General Safety Awareness

TRAINING FOR YOUNG WORKERS
- Outdoor Safety Awareness
- Excellence in Customer Service
- Health & Safety for Workers (Ontario)

CALL 705-759-2554 Ext. 2612
HEALTH AND SAFETY TRAINING

N95 Mask Fit Testing - CED2121
Testing will be conducted at Sault College.
Appointment time will be provided upon registration.
May 28, 29, August 20, 21, 27, 28
Cost: $41.00
Room: Library Study Room 7

Standard First Aid/CPR BSL with AED - CED2836 - New!
Three Year Certification
You must attend 100% of the classes and pass the test to receive your certificate.
June 8 & 9 or August 24 & 25 (1 Saturday, 1 Sunday)
Time: 8:30am - 5:30pm  Cost: $162.00
Room: A2140

Standard First Aid/CPR Level C with AED - CED1859
Three Year Certification
You must attend 100% of the classes and pass the test to receive your certificate.
July 27 & 28 (1 Saturday, 1 Sunday)
Time: 8:30am - 5:30pm  Cost: $162.00
Room: A2140

WHMIS in Minutes Online - CED1292
Online anytime for $28.00
HEALTH SCIENCES

IV Therapy Fundamentals - CED2818
Prerequisite: CNO registration as RN or RPN, RN or RPN graduate or BScN student enrolled in either NURS4084 or NURS4094
Learn the fundamental concepts and advanced principles of initiating and trouble-shooting IV therapy. You will need to buy an IV Therapy Kit to participate in the workshop.
May 25, 26 & 27 or June 1, 2 & 3 (1 Saturday, 1 Sunday, 1 Monday )
Time: Saturday 8:00am - 4:30pm
Sunday 8:00am - 4:30pm
Monday 12:00pm - 4:00pm
Room: A2040 Cost: $168.72

TRADES AND TECHNOLOGY

313D Residential Air Conditioning & Refrigeration Exam Challenge - CED2621
This program will prepare an individual (with experience installing or servicing residential air conditioning and heat pump systems) to challenge the 313D Residential Air Conditioning Certification offered by Ontario Ministry of Training, Colleges and Universities.
May 7 to June 18 (6 Tuesdays, 5 Wednesdays, 5 Thursdays)
No class May 28, 29, 30
Time: 6:00pm - 10:00pm Cost: $1334.69
Room: K1250

GPRO - Electrical Systems - CED2834
Green Professional Building Skills Training is a comprehensive national training and certificate program. This program teaches the principles of sustainability and trade-specific green construction knowledge to people who build, renovate and maintain buildings.
May 8 & 9 (1 Wednesday, 1 Thursday)
Time: 10:00am - 3:00pm Cost: $492.71
Room: K2080

GPRO – Plumbing - CED2835
Green Professional Building Skills Training is a comprehensive national training and certificate program. This program teaches the principles of sustainability and trade-specific green construction knowledge to people who build, renovate and maintain buildings.
May 8 & 9 (1 Wednesday, 1 Thursday)
Time: 5:00pm - 10:00pm Cost: $492.71
Room: K2080

Ozone Depletion Certificate - CED1057
Successful completion provides you with your Ozone Depletion Card.
June 1 (1 Saturday)
Time: 8:30am - 5:30pm Cost: $230.52
Room: K1240
ADDED ADVANTAGE OF A FIELDWORK PLACEMENT

During this 11-week certificate program you will learn in a classroom setting through hands-on activities and lecture style teaching. There is a clinical fieldwork placement as part of this program which provides students with the opportunity to apply classroom theory to employment situations and effectively prepare for a career in this exciting field.

CAREER PATHS

Graduates of the program may seek employment as a Food Service Worker in a commercial, institutional or long term care facility. Potential positions exist in nursing homes, homes for the aged, retirement homes, rest homes, special care homes, hospitals, residential hospice, residential group home facilities and other integrated care facilities.

FUNDING OPPORTUNITIES

If you are currently unemployed, you may be eligible for funding through the Second Career Program. If you think you may qualify for funding, make an appointment to explore this opportunity with your employment counsellor.

If you are currently working in an organization that hires Food Service Worker personnel and wish to upskill into this field, your employer may be eligible for a grant.

For either option, please contact Continuing Education at 705-759-2554 ext. 2442.

ENTRANCE REQUIREMENTS

Ontario Secondary School Diploma with Gr. 12 English (ENG4C) or mature student status.

DATES: May 6th – July 19th

COST: $1,729
ONLINE AND INDEPENDENT
STUDY COURSES
IN A FORMAT THAT WORKS FOR YOU

Sault College, through its partnership with Contact North offers a number of popular courses using an “electronic classroom” at a specific time in a community with a Contact North site. Visit studyonline.ca for a list of locations.

Courses are offered by audioconferencing, video conferencing and e-learning technologies that link the instructor and students at various locations throughout Ontario. This learning mode is for those who like structure and enjoy group learning.
HEALTH OFFICE ADMINISTRATIVE SUPPORT CERTIFICATE (COMPRESSED)

If you have an interest in health care, enjoy administrative tasks, and are excited at the notion of becoming fluent in the language of health and medicine, the Health Office Administrative Support Certificate is just for you! Students gain valuable working knowledge to become health office personnel.

Both in class and in related clinical placements, participants are exposed to the organizational and orderly flow of health information. Fieldwork experience provides the student with the opportunity to apply classroom theory to employment situations and effectively prepare for a career in this exciting field.

Start Date: May 6th - August 16th
Cost: $3,236.14
You may be eligible for tuition funding for these programs.

These courses are offered through:

Contact North | Contact Nord
Ontario’s Distance Education & Training Network
Le réseau d’éducation et de formation à distance de l’Ontario

For more information contact:
Sault College
Continuing Education
705-759-2554 ext. 2658
continuingeducation@saultcollege.ca
With Online and Independent learning you learn at a time and place that fits your schedule. If you need more structure, Contact North has classes at a specific time and place where you will connect to your class through an electronic classroom.

**ONLINE**

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<th>12 MONTHS</th>
<th>16 MONTHS</th>
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<td>• Effective Business Writing</td>
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<td>• Business Applications</td>
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<td>• Commercial Construction Management</td>
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<td>• Diversity &amp; Intercultural Relations</td>
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<td>• Occupational Health &amp; Safety</td>
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<td>• Palliative Care</td>
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<td>• Adult Educator</td>
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**INDEPENDENT**

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<td>• Airport Administration &amp; Services</td>
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<td>• Airport Wildlife Management</td>
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<tr>
<td>• Pulp &amp; Papermaking Operations</td>
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Call 705-759-2554 Ext. 2612 for more information
**IMPACT OTHERS IN A MEANINGFUL WAY**

If you are passionate about a career in Developmental Services and want to have a positive impact on the lives of those with developmental disabilities, then this program can lead you to your career goals. This program is designed to develop knowledge, skills and attitudes required to be involved with clients that are involved with developmental services. This program is supported by Community Living Algoma. Students may also find employment in privatized respite care or at other community-based services. This face-to-face in class program has a 60% overall interview success rate.

**Requirements:** Must have a graduate degree, diploma or certificate in the Human Services field (such as: PSW, RN, CYC, SSW, OTA, PTA, PSYC degree).

Students must obtain a grade 50% or higher to pass each course. Students must obtain a G.P.A of 60% or higher to obtain this certificate. Students have seven years to complete the certificate required.

**Courses:** Introduction to Developmental Disabilities, Professionalism in Developmental Services, Health and Wellness, Personal Outcome Measures and Planning, Positive Approaches and Community Inclusion, Technology and Documentation, Practicum.

**Tuition Costs:** $500 (includes graduation fee). Students in this program are not eligible for OSAP funding.

**Start Date:** May 6th - June 28th

Call 705-759-2554 Ext 2658 For more Information
REGISTRATION BEGINS APRIL 15

REGISTER BY PHONE
Monday to Friday 8:30am to 4:00pm
Call 705-759-6700 & Select Option 3

REGISTER IN PERSON
Monday to Friday, 8:30am to 4:00pm
Registrar’s Office, M-Wing (Essar Hall)
443 Northern Avenue, Sault Ste. Marie

REGISTER BY FAX
Fax: 705-759-3273

REGISTER BY MAIL
Sault College
443 Northern Avenue
Sault Ste. Marie, ON
P6B 4J3

REGISTER BY EMAIL
Send completed registration forms to conedregistration@saultcollege.ca

RETURNING STUDENT OPTION
Using your student number you can log onto your student portal at my.saultcollege.ca to register.

You can download a registration form at the link below:
www.saultcollege.ca/continuingeducation/pdf/ConEdRegistration.pdf

LIKE US ON FACEBOOK
facebook.com/SaultCollegeConEd

SAULT COLLEGE