

STRETCH YOUR MIND

FALL 2019

LEARNING GUIDE

SAULT COLLEGE CONTINUING EDUCATION

Katherine Kasch
Sault College Employee & Certified Yoga Instructor

Registration begins August 26th, 2019

Visit us at www.saultcollege.ca/continuingeducation

Find the real you.



SAULT
COLLEGE

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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.

CUSTOMIZED CORPORATE TRAINING

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

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.**

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

CORPORATE WELLNESS

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

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



**GENERAL
INTEREST**

COMPUTERS AND THE WEB

Computers 101 for Seniors - CED2843

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.

November 6 to December 4 (5 Wednesdays)

Time: 6:00pm - 8:00pm Cost \$77.64

Room: M1245

Technology for Seniors - iPad and iPhone - CED2821

Technology have you overwhelmed? Learn how to stay connected with family, surf the net, and many tips and tricks to have your electronic device working for you!

This fun and interactive class for seniors will have you becoming tech savvy in no time. Please bring your iPad and/or iPhone to class.

October 2 to October 30 (5 Wednesdays)

Time: 6:00pm - 8:00pm Cost: \$77.64

Room: M1245

COOKING

Introduction to Italian Foods - CED2851 - New!

Explore traditional Italian foods through the preparation of a variety of homemade pastas, rustic fresh sauces and accompaniments.

September 24 to October 22 (5 Tuesdays)

Time: 6:30pm - 9:30pm Cost: \$149.49

Room: L1060

Introduction to Mexican Foods - CED2852 - New!

We will explore these foods from hearth and home to the delicious street foods of Mexico. Empanadas, churros, tacos, tortillas, spicy chocolate desserts and more will fill your senses with the overwhelming sensations of Central America.

October 29 to November 26 (5 Tuesdays)

Time: 6:30pm - 9:30pm Cost: \$149.49

Room: L1060

CREATIVE ARTS

Better Digital Photography - CED2639

This course is designed to help you understand your digital camera with its multitude of menus, settings and controls. It will also help you improve your picture-taking skills. Learn about shutter speeds, apertures, focal lengths, meters and I.S.O.'s. Take action shots, night shots, and better pictures of people and scenic pictures. Learn the finer points of composition. Bring your camera to class.

November 6 to December 4 (5 Wednesdays)

Time: 7:00pm - 10:00pm Cost: \$137.26

Room: M3120

Photoshop for Digital Photography Using Mac's - CED2052

Adobe Photoshop has long been the professional's choice in imaging software able to help you take your photographs to that next level or to save those once-in-a-lifetime photos that went wrong. This course is designed to help improve the quality of images of both experienced Photoshop users and newcomers to the program.

October 7 to December 16 (10 Mondays)

(No class Monday, October 14)

Time: 5:30pm - 8:30pm Cost: \$225.40

Room: G1600

FITNESS AND DANCE

Outdoor Fitness Blast - CED2848 - New!

Join us for an Outdoor Circuit style class where we will get creative with a variety of different exercises that will engage cardiovascular conditioning and strength training for a total body workout. Please dress according to the weather.

September 18 to November 6 (8 Wednesdays)

Time: 7:00pm - 8:00pm Cost: \$76.73

Room: Waterfront Adventure Centre

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.

September 18 to November 6 (8 Wednesdays)

Time: 7:00pm - 8:00pm Cost: \$107.32

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.

September 18 to November 6 (8 Wednesdays)

Time: 8:15pm - 9:15pm Cost: \$107.32

Room: A1080

Vinyasa Flow Yoga - CED2781

This course will teach foundational yoga postures and breathing techniques as you flow from yoga movement to yoga movement. This course will flow at a steady to moderate rate which will allow you to strengthen yourself both mentally and physically. This course is designed for all fitness levels, beginners are welcome!

October 16 to December 4 (8 Wednesdays)

Time: 5:45pm - 6:45pm Cost: \$76.73

Room: A1080

LANGUAGE

Conversational French - CED2107

This fun course is designed to give students an opportunity to improve their French language skills by practicing the language in both a verbal and written format. It is recommended that you have high school level French to participate in this program.

October 8 to November 26 (8 Tuesdays)

Time: 7:45pm - 9:15pm Cost: \$111.97

Room: M3130

Spanish for Travellers - CED2272

In this course, you will learn the basics of the Spanish language to travel to Latin America and Spain. You will develop your pronunciation, reading, and speaking skills throughout the course. Bringing a Spanish/English dictionary to use in class would be an asset.

October 8 to November 26 (8 Tuesdays)

Time: 6:00pm - 7:30pm Cost: \$111.97

Room: M3150

LAW

Being A Landlord - CED1578

Learn exactly what your legal rights and obligations are as a landlord! Take this class for up-to-date legal information on rental agreements, damage deposits, landlord and tenant obligations, evictions and more.

September 25 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.52

Room: M3120



Estate Administration - CED2814

Gain an understanding of the process involved to properly administer an estate and the duties of an estate trustee.

November 27 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.52

Room: A2040

Wills and Power of Attorney - CED1177

Learn about types of wills, their contents, codicils, and guardianship. Avoid costly court costs for your family by taking this course.

October 30 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.52

Room: M3120

OUTDOOR LIVING

Canadian Fire Arms Safety Course (PAL) - CED2070

The Canadian Firearms Safety Course (CFSC) is designed as an introductory firearm safety course for the broadest possible spectrum of firearms users. 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.

September 20 to September 21

(1 Friday, 1 Saturday)

Time: Friday 6:00pm - 10:00pm

Saturday 9:00am - 6:00pm Cost: \$185.90

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.

October 25 to October 26 (1 Friday, 1 Saturday)

Time: Friday 6:00pm - 10:00pm

Saturday 9:00am - 6:00pm Cost: \$185.90

Room: M1230

Hunter Safety - CED2188

Prerequisite of 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.

September 21 to September 22
(1 Saturday, 1 Sunday)

Time: Saturday 6:00pm - 9:00pm

Sunday 9:00am - 6:00pm Cost: \$284.03

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.

September 20 to September 22 (1 Friday,
1 Saturday, 1 Sunday)

Time: Friday 6:00pm - 10:00pm

Saturday 9:00am - 9:00pm

Sunday 9:00am - 6:00pm Cost: \$332.39

Room: M1230

PERSONAL GROWTH AND WELLNESS

Introduction to Personal Makeup

Application - CED2841

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.

October 29 (1 Tuesday)

Time: 7:00pm - 9:00pm Cost: \$20.67

Room: M3170

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)

**MORE
INFO!**

**CALL 705-759-2554
Ext. 2612**



PROFESSIONAL

DEVELOPMENT

BETTER TEAM BUILDING SKILLS

HEALTH AND SAFETY TRAINING

BLS-HCP Level CPR & AED Renewal - CED2853

This course is recommended for Health Care Providers and Health Care Students to re-certify your Adult, Child and Infant CPR Skills as well as Automated External Defibrillation, Bag-Valve-Mask use, along with two-rescuer CPR situations. Participants must hold a current CPR Certification to register. Note: You must attend 100% of the classes and pass the test to receive your certificate.

September 17 (1 Tuesday)

Time: 6:00pm - 10:00pm Cost: \$99.20

Room: St. Johns Ambulance

N95 Mask Fit Testing - CED2121

Testing will be conducted at Sault College. Appointment time will be provided upon registration. Choose from one of the following dates:

September 18, 20, 25, 26, October 16, 29

Cost: \$57.40

Room: Library Study Room 7

Standard First Aid/CPR BLS with AED - CED2836 Three Year Certification

You must attend 100% of the classes and pass the test to receive your certificate.

**September 28 & 29 or October 19 & 20
(1 Saturday, 1 Sunday)**

Time: 8:30am - 5:30pm Cost: \$162.80

Room: St. Johns Ambulance

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.

**September 14 & 15 or October 5 & 6
(1 Saturday, 1 Sunday)**

Time: 8:30am - 5:30pm Cost: \$162.80

Room: St. Johns Ambulance

WHMIS in Minutes Online - CED1292

Online anytime for \$28.00

HEALTH SCIENCES

IV Therapy Fundamentals - CED2818

(Classroom Learning) (FF) (C4)

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.

September 10, 14 & 15 or October 15, 19 & 20 (1 Tuesday, 1 Saturday, 1 Sunday)

Time: Tuesday 6:00pm - 10:00pm

Saturday 8:00am - 4:30pm

Sunday 8:00am - 4:30pm Cost: \$169.91

Room: A2040

TRADES AND TECHNOLOGY

Air Brake Z Endorsement - CED1102

Prerequisite: Class A, B, C, D or G license. Successful participants will receive the `Z` endorsement to your license without further testing or cost.

Notes: You must attend 100% of the course. Practical testing times to be announced during class.

September 24, 26, October 1 & 3 (2 Tuesdays, 2 Thursdays)

Time: 6:00pm - 10:00pm Cost: \$363.19

Room: C2104

Gas Technician 2 - CED2667

This fourteen module CSA Gas Technician 2 training course will provide participants with both the theory and the practical curriculum to prepare them for the 3.5 hour Ontario Certification exam administered by the TSSA for the Gas Technician II license. The GT2 license allows technicians to work unsupervised on appliances up to and including 400,000 British Thermal Units per Hour (BTUH) as well as on the equipment and accessories essential to their operation.

September 3 to April 27 (29 Mondays, 31 Tuesdays, 30 Wednesdays, 30 Thursdays)

Time: 6:00pm - 10:00pm Cost: \$5122.86

Room: K1240

Ozone Depletion Certificate - CED1057

Successful completion provides you with your Ozone Depletion Card.

September 28 (1 Saturday)

Time: 8:30am - 5:00pm Cost: \$230.92

Room: K1240

Surface Miner Common Core - CED2816

Course includes three modules: Work Safely in the Job Environment, Lock out Tag and Operate Hand and Power Tools.

September 23 to 26 (1 Monday, 1 Tuesday, 1 Wednesday, 1 Thursday)

Time: 6:00pm - 10:00pm

Room J1183

or

September 28 & 29 (1 Saturday, 1 Sunday)

Time: 8:00am - 4:00pm Cost: \$663.51

Room: M2020

RPAS - REMOTE PILOTED AIRCRAFT SYSTEM

JUMPSTART YOUR

DRONE CAREER

AT SAULT COLLEGE



START ANY TIME! DELIVERED ON-LINE IN PARTNERSHIP WITH TERRASKY

The RPAS course is designed to educate those with no prior aviation background in the safe and legal operation of Remotely Piloted Aircraft Systems (Drones) between 250g up to and including 25kg Operating within Visual Line of Sight (VLOS) for the Transport Canada Advanced Pilot Permit. Students will be taught the knowledge requirements of airmanship

and safety in accordance with Transport Canada's requirements current document TP 15263 E. A minimum professional level of operation is required and will be tested for before course completion and graduation by a Transport Canada qualified Flight Reviewer.

\$343.06



**PARENTS, DROP OFF
YOUR KIDS FOR THIS
FUN LEARNING
EXPERIENCE AS PART
OF OUR COLLEGE 4
KIDS PROGRAM!**

COLLEGE

4 KIDS

LEARN TO RUN

Join us for this exciting opportunity to get moving and become an efficient runner working your way up to a 3k run!

(September 18 – November 6, every Wednesday from 5:45pm – 6:45pm at the Waterfront Adventure Centre)

Ages: 9 – 13, Cost: \$69.50

JUNIOR CHEF – HALLOWEEN TREATS

Get your apron on and whip up some scary Halloween treats!

Saturday October 26, 9:00am – 12:00pm

Ages: 8 – 13, Cost: \$31.13

JUNIOR CHEF – GINGERBREAD TREATSS

Get your apron on and whip up some yummy gingerbread treats!

Saturday December 7, 9:00am – 12:00pm

Ages: 8 – 13, Cost: \$31.13

INTRO TO SKINCARE AND MAKEUP FOR TEENS

Join us for this introduction to a proper skincare regime and light makeup application. Learn tips and tricks to keep your makeup natural looking.

Tuesday November 5, 7:00pm – 8:30pm

Ages 13-16, Cost \$15.77

Please register online at:

www.saultcollege.ca/ContinuingEducation/KidCamps

Cancellation Policy:

full refund less \$15 administration fee if cancelled one week prior to start of course

CONTACT NORTH

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.

Communications I - CMM115

Substitute: CMM110, CMM120, CMM126, CMM135, OEL335, PFP104

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication. Notes: Sault College APA Quick Guide may be purchase in the Campus Shop.

September 11 to December 18 (15 Wednesdays)

Time: 6:30pm - 9:30pm Cost: \$311.95

Room: J1180, Contact North

Introductory Sociology - SOC120

Substitute: OEL127, PFP103

This course is designed to provide students with the means to achieve a sociological orientation or perspective for analysis of social events. The basis of sociology, i.e. its approaches to the study of society,

community, and social change is presented.

Notes: Textbook may be purchased in the Campus Shop.

**September 9 to December 16 (14 Mondays)
(No class Monday, October 14)**

Time: 7:00pm - 10:00pm Cost: \$311.95

Room: J1180, Contact North

Medical Terminology - MED111

Substitute: OEL306

This basic course will focus on the anatomical structure and function of the human body and related terminology used to describe body parts, structure and function. Related terminology will also include general or symptomatic terms, diagnostic terms, surgical procedures and abbreviations.

Notes: Textbook may be purchased from the Campus Shop.

September 10 to December 17 (15 Tuesdays)

Time: 7:00pm - 10:00pm Cost: \$311.95

Room: J1180, Contact North

New Online

Certificate Programs

(part-time, online)

Registration begins the 2nd week of August for September 10th start date!
Take one course or complete an entire certificate – it's up to you!

New online certificate programs available:

- Nephrology Nursing
- Perioperative Nursing
- ECE Leadership
- ECE Resource Consulting
- Business for Trades
- Records and Information Management
- Client and Customer Relations
- Social Media and Digital Communications
- Addictions and Mental Health Studies
- Children's Mental Health
- Instructional Design



Enhance your career prospects with over 30 online certificate programs available!



Learn more by visiting Continuing Education Department (A1150) or www.SaultCollege.ca/ContinuingEducation/Certificates

COMPLETE A

CERTIFICATE

IN A FORMAT THAT WORKS FOR YOU

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 START & END DATES

September 10
to December 17

October 1
to January 7

November 1
to February 7

December 2
to March 9

ONLINE

4 MONTHS

- Effective Business Writing
- Project Management
- Records and Information Management

8 MONTHS

- Business Applications
- Business for trades
- Commercial Construction Management
- Client and Customer Relations
- Diversity & Intercultural Relations
- Food Service Worker
- Leadership Development Series
- Marketing Specialist
- Occupational Health & Safety
- Palliative Care
- Social Media and Digital Communications

12 MONTHS

- Addictions and Mental Health
- ECE Leadership
- ECE Resource Consulting
- Engineering Technology Management
- Human Resources Practices
- Instructional Design
- Language Interpreter
- Legal Office Assistant
- Office Assistant
- Perioperative Nursing
- Professional Bookkeeper
- Web Development Essentials
- Working with Dementia
- Children's Mental Health
- Nephrology Nursing

**MORE
INFO!**

**Call 705-759-2554
Ext. 2612 for more
information**

16 MONTHS

- Health Office Administrative Support
- Medical Transcription
- Sterile Supply Processing

24 MONTHS

- Adult Educator
- French Language Online

INDEPENDENT

24 MONTHS

- Airline Operations
- Airport Administration & Services
- Airport Wildlife Management
- Pulp & Papermaking Operations

REGISTRATION BEGINS August 26th

REGISTER BY PHONE

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

REGISTER IN PERSON

Monday to Friday, 8:30am to 4:30pm
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](http://www.saultcollege.ca/continuingeducation/pdf/ConEdRegistration.pdf)

LIKE US ON FACEBOOK

facebook.com/SaultCollegeConEd

