FALL 2020
LEARNING GUIDE
SAULT COLLEGE CONTINUING EDUCATION

MANY ONLINE LEARNING OPPORTUNITIES

Registration begins August 10th
Visit us at www.saultcollege.ca/continuingeducation
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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.

REGISTRATION AVAILABLE BY EMAIL AT:
continuingeducation@saultcollege.ca or by visiting our website at https://www.saultcollege.ca/ContinuingEducation/HowtoRegister.asp
CONTINUING EDUCATION OFFERINGS

OUTDOOR LIVING
Canadian Fire Arms Safety Course (PAL) - $190.00
September 18, 6:00pm - 10:00pm
September 19, 9:00am - 6:00pm
CRFSC - Canadian Fire Arms Safety Course
Restricted - $190.00
October 23, 6:00pm - 10:00pm
October 24, 9:00am - 6:00pm
Hunter Safety - $284.03
September 19, 6:00pm - 9:00pm
September 20, 9:00am - 6:00pm
Hunter Safety and PAL Course - $388.89
September 18, 6:00pm - 10:00pm
September 19, 9:00am - 9:00pm
September 20, 9:00am - 6:00pm

PROFESSIONAL DEVELOPMENT
Introduction to Excel - $107.16
Remote delivery via Zoom or MS Teams
October 6 to October 22, 6:00pm – 8:00pm
Excel Intermediate - $107.16
Remote delivery via Zoom or MS Teams
October 27 to November 12, 6:00pm – 8:00pm
RPAS – Remote Piloted Aircraft System - $343.06
Online anytime

HEALTH AND SAFETY TRAINING
N95 Mask Fit Testing - $57.40
September 1, 2, 9, 10, 22 or 23
October 6 or 8

Standard First Aid/CPR BLS with AED - $169.16
August 29 & 30, September 12 & 13 or
October 24 & 25, 8:30am - 5:30pm
WHMIS in Minutes Online - $28.00
Online anytime

POST-SECONDARY
DUAL CREDIT OPTION FOR GRADE 11/12 STUDENTS
CMM115 – Communications I (Contact North) - $311.95
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.
September 16 to December 16 | Wednesdays
6:00pm – 9:00pm
SOC120 - Introductory Sociology (Contact North) - $311.95
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.
September 14 to December 14 | Mondays, 6:00pm – 9:00pm
MED111 - Medical Terminology (Contact North) - $311.95
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.
September 15 to December 15 | Tuesdays, 6:00pm – 9:00pm
PSY102 - Introduction to Psychology (Contact North) - $311.95
Substitute: OEL109
A study of the science of psychology; its methods, concepts
and theories.
September 16 to December 16 | Wednesdays
6:00pm – 9:00pm
ENHANCE YOUR CAREER PROSPECTS WITH ONE OF OUR PART-TIME ONLINE OR INDEPENDENT STUDY CERTIFICATE PROGRAMS.

• Learn at a time and place that is convenient for you!
• Our online certificate programs typically consist of 5 to 10 courses. Visit our website for complete details on each program.
• Take just one course within a program or complete an entire certificate - it's up to you.
• Many programs are open to anyone with an Ontario Secondary School Diploma or those who are at least 19 years of age.

Business Online Programs
• Data Analytics for Business Decision-Making (New!)
• Social Entrepreneurship (New!)
• Effective Business Writing
• Project Management
• Business Applications
• Client and Customer Relations
• Human Resources Practices
• Financial Technology
• Commercial Construction Management
• Leadership Development
• Marketing Specialist
• Professional Bookkeeper
• Business for Trades
• Records and Information Management
• Social Media and Digital Communications
Health and Wellness Online Programs
• Strength-Based Perspectives in Helping (New!)
• Addictions and Mental Health Studies
• Children’s Mental Health
• Perioperative Nursing
• Nephrology Nursing
• Sterile Supply Processing
• Medical Transcription
• Working with Dementia Care
• Palliative Care
• Health Office Administrative Support
• Occupational Health and Safety

Justice Studies & Community Services
Online Programs
• Strength-Based Perspectives in Helping (New!)
• Victimology
• Criminal Psychology and Behaviour
• Diversity and Intercultural Relations
• Addictions and Mental Health Studies

Education Online Programs
• Early Childhood Education Leadership
• Early Childhood Education Resource Consulting
• Instructional Design
• Adult Educator

Office Administration Online Programs
• Legal Office Assistant
• Office Assistant
• Health Office Administrative Support
• Records and Information Management

Technology & Trades Online Programs
• Data Analytics for Business Decision-Making (New!)
• Social Media and Digital Communication
• Web Development Essentials
• Engineering Technology Management
• Financial Technology
• Business for Trades
• Parts Technician Apprenticeship
• Commercial Construction Management
• Water Treatment and Distribution System Operations
• Wastewater Collection and Treatment System Operations

Other Online Programs
• French Language
• Food Service Worker
• Language Interpreter

Independent Study Programs
• Airline Operations
• Airport Administration and Services
• Airport Wildlife Management
• Pulp and Paper Making
CHOOSE FROM OVER 1000 FULLY ONLINE COURSES IN A WIDE RANGE OF TOPICS.

• Many courses are open to anyone with an Ontario Secondary School Diploma or those who are at least 19 years of age
• Most courses begin at the start of each semester (January, May and September), but some courses also have a monthly intake
• Cost of a typical 3-credit online course is between $305 - $422

Below is a list of just some of our courses. For a list of all options and associated costs, visit www.saultcollege.ca/continuingeducation

New Courses
The following are just some of our new courses being offered fully online!
• Human Trafficking and Intersectionality
• Positive Perspectives: Methods and Strategies
• Social Entrepreneurship
• Happiness: Pitfalls and Pathways
• Coaching and Mentoring
• Overview of Fetal Alcohol Spectrum Disorder

Health and Social Services Courses
• Occupational Health and Safety
• Dementia Care
• Anatomy and Physiology
• Medical Transcription
• Medical OHIP Billing
• Dental Terminology

• Nutrition
• Children with Special Needs
• Overview of Fetal Alcohol Spectrum Disorder
• Group Counselling for Addictions and Mental Health
• Violence Against Women
• Human Trafficking & Intersectionality

Business Courses
• Project Management
• Coaching and Mentoring
• Cost and Managerial Accounting
• Building and Maintaining Customer Relations
• Benefits Administration
• Strategic Leadership
• Marketing
• Managing Change
• Social Media Risk-Management
• Supply Chain and Operations Management
• Human Resources
• Accounting
• Social Entrepreneurship

Computer and Information Technology Courses
• Artificial Intelligence in Finance
• Big Data Tools
• Android Application Development
• Adobe Photoshop
• Hacker Techniques, Tools, and Incident Handling
• HTML
• JAVA
• Quickbooks
• Python
• Microsoft Office (Excel, Access, Word, PowerPoint)
Language and Communications Courses
• French (Levels 1-5)
• Let’s Start Ojibwe
• Language Interpreter
• Communications
• Introduction to Intercultural Communication
• Digital Communications
• Writing for the Web

Other Courses
• Criminology
• Abnormal Psychology
• Green Building and Construction Practices
• Taxation
• Real Estate Procedures
• Statistics
• Adult Learning
• Creative Writing for Beginners
• Water and Wastewater Operations
• and many more!

To learn more about any of these courses: visit www.saultcollege.ca/continuingeducation/ email ontariolearn@saultcollege.ca or phone 705-759-2554 ext. 2612

STRENGTH-BASED PERSPECTIVES IN HELPING PART-TIME CERTIFICATE
This new online program provides learners with knowledge and skills to apply evidence-based practices for increasing happiness, building resilience, and enhancing overall life satisfaction for self and others. There is a growing need for professionals who can apply positive perspectives in health, education, and community services. These fields are increasingly emphasizing strength-based approaches to client care, self-care, and social development.

Compulsory courses:
• Happiness: Pathways and Pitfalls (OEL8000)
• Positive Perspectives: Methods and Strategies (OEL8001)
• Global Citizenship (OEL854)

Learners select three elective courses from the list below:
• Wellness for Life (OEL1208)
• Stress, Wellness, and Nutrition (OEL604)
• Lifestyle Coaching (OEL1368)
• Creative Writing for Beginners (OEL187)
• Quest for Wisdom (OEL1369)
• Mental Health and Society (OEL1266)
• Introduction to Counselling (OEL1370)
• Sociology: Diversity and Social Change (OEL1371)
• Mental Health and Wellness (OEL8011) – this course is currently under development

Program cost ranges from $2113 - $2255 depending on electives chosen. Some courses may also require purchase of a textbook.
REGISTRATION BEGINS AUGUST 10TH

REGISTRATION AVAILABLE BY EMAIL AT:
continuingeducation@saultcollege.ca

or by visiting our website at
https://www.saultcollege.ca/ContinuingEducation
HowtoRegister.asp

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

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