



WINTER 2021

LEARNING GUIDE

SAULT COLLEGE CONTINUING EDUCATION

**NEW ONLINE, ON-DEMAND,
PROFESSIONAL DEVELOPMENT COURSES**

Registration begins December 14, 2020

Visit us at 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. For online OntarioLearn courses, to be eligible for a refund less \$15, withdrawal requests must be made by the deadline indicated on the course information sheet provided to students. On-demand professional development courses are non-refundable.

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
saultcollege.ca/ContinuingEducation/HowtoRegister.asp

CONTINUING EDUCATION OFFERINGS

OUTDOOR LIVING

Canadian Fire Arms Safety Course (PAL) - \$190.00

January 29 & 30 or February 5 & 6 or April 23 & 24
Friday 5:30pm – 10:00pm
Saturday 9:00am – 6:00pm

Hunter Safety - \$284.03

January 30 & 31 or February 6 & 7 or April 24 & 25
Saturday 7:00pm – 9:00pm
Sunday 9:00am – 6:00pm

Hunter Safety and PAL Course - \$388.89

January 29, 30 & 31 or February 5, 6 & 7
or April 23, 24 & 25
Friday 5:30pm – 10:00pm
Saturday 9:00am – 9:00pm
Sunday 9:00am – 6:00pm

PROFESSIONAL DEVELOPMENT

RPAS – Remote Piloted Aircraft System - \$343.06

Online anytime

HEALTH AND SAFETY TRAINING

N95 Mask Fit Testing - \$57.40

January 26, 28 or February 3

Standard First Aid/CPR BLS with AED - \$169.16

January 16 & 17 or February 27 & 28
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.

January 20 to April 28 | 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.

January 18 to April 26 | 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.

January 19 to April 27 | 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.

January 20 to April 28 | Wednesdays
6:00pm – 9:00pm

ON-DEMAND PROFESSIONAL DEVELOPMENT COURSES (NEW!)

START UPSKILLING TODAY WITH OUR AFFORDABLE ONLINE PROFESSIONAL DEVELOPMENT COURSES THAT ARE OFFERED ON-DEMAND. LEARN WHAT YOU WANT, WHEN YOU WANT – ALL FROM THE COMFORT OF YOUR HOME!

Professional Development Course Highlights:

- No textbooks to purchase and no scheduled class time
- Learn at your own pace using a computer, tablet, or smartphone; take up to 90 days to complete each course
- Access your course 7 days a week / 24 hours a day
- No application process, no prerequisites, open to anyone
- Courses are developed by subject matter experts
- Most courses can be completed in under 10 hours
- Register and gain access to your course on the same day – no need to wait for a designated start-date
- Receive a certificate of achievement and a digital badge for courses successfully completed – these can be shared to social media sites such as LinkedIn, Twitter, and Facebook; downloaded as a PDF; or even embedded in your email signature

THE FOLLOWING ONLINE PROFESSIONAL DEVELOPMENT COURSES ARE AVAILABLE WITH MORE BEING DEVELOPED!

AutoCAD Beginner

This is a Free AutoCAD online tutorial training course for beginners. Learn the basic commands of AutoCAD using practice exercises and videos! This is a great course for anyone, including high school students, considering a career in engineering. **Cost: FREE!**

AutoCAD Civil 3D Essentials

In this course, learn and apply the tools offered by Civil 3D, the civil engineering special version of AutoCAD. This course includes on-demand videos, hands-on practices, downloadable materials, and many more resources. **Cost: \$159**

Advanced Civil 3D: Storm and Sanitary Analysis

In this Storm and Sanitary Analysis (SSA) training course, participants will learn and apply the tools offered by SSA, the Civil 3D companion software for storm water management and design. **Cost: \$189**

Regional & Municipal Business Ecosystem Development

In this course, learn how to cultivate a vibrant business ecosystem to support entrepreneurship and economic development at the regional and municipal levels. **Cost: \$89**

Introduction to Climate Change: Causes, Impacts, Projections & Actions

Learn about climate change from both a Canadian and global perspective. The course is designed for individuals who have limited knowledge about climate change and who want to better understand climate change concepts, causes, sector-based impacts (e.g. forestry, water resources, human health, infrastructure), climate emission scenarios and projections, and policy actions. **Cost: \$79**

Climate Change Adaptation: Strengthening Resiliency at the Local and Regional Level

Adaptation is about preparing for a changing climate while resiliency is about reducing the damages caused by climate change impacts. In this course, you will explore various case studies to understand some of the adaptation measures and solutions that can be used to help build climate resiliency at the local level (e.g. municipalities, conservation authorities, forest management).

Cost: \$89

Climate Change Bundle

Enrol in the Climate Change Bundle and receive access to both of the climate change courses at a discounted rate of **\$139!**

Sustainable Business Development & Corporate Social Responsibility

In this course, you will learn about different approaches to sustainable business development, corporate social responsibility, the UN's Sustainable Development Goals, the 2030 Agenda for Sustainable Development, and the circular economy. **Cost: \$89**

Respecting Aboriginal and Treaty Rights within Sustainable Forest Management

This course, developed in collaboration with Project Learning Tree Canada, provides learners with an understanding of the rights of Indigenous Peoples in Canada and why Indigenous Peoples are essential partners within the forestry, parks, & conservation sectors. Focus is on Aboriginal & Treaty Rights.

Cost: \$139

Finding and Advancing Your Career in Natural Resources

This course provides you with the skills & knowledge needed to develop and manage your career in natural resources, with a focus on forestry. Learn to find job postings, tips for applying & interviewing for jobs, finding a mentor, and more! **Cost: \$59**

Stainless Steel Simplified

Learners in this course will obtain working knowledge of stainless steel including how and why it came to be, the differences between grades, how product surface finishes are obtained, types of corrosion typically experienced, and factors to consider when selecting a grade. This course is designed for engineers, specifiers, and designers who plan and make decisions regarding construction, or equipment manufacturers who select materials to meet their customer's demands.

Cost: \$79

Finding and Advancing Your Career in the Steel Industry

This course provides you with the skills & knowledge needed to develop and manage your career in the steel industry. Learn to find job postings, tips for applying & interviewing for jobs, and more! **Cost: \$59**

**To register or to learn more visit
training.saultcollege.ca
or email elearning@saultcollege.ca**

NEW FULLY ONLINE PROGRAMS

STARTING IN JANUARY 2021!

These two new online programs are “asynchronous” in nature. This means that there is a beginning and end date for each course and due dates for assignments; however, **you can access your course material at the times that are most convenient for you. There are no scheduled classes to attend, and you do not need to be online at any specific time!** Your online facilitator is available via chat, email, and discussion boards to support your learning. Lessons are delivered online, and assessment activities are submitted using an online Learning Management System (LMS).

Program Highlights:

- Courses are fully online with no scheduled class time
 - work through the materials at a time and place that is convenient for you
- Programs are available part-time or full-time
- January, May, and September start-dates available
- Learners must apply via OCAS at ontariocolleges.ca
- Programs are OSAP eligible

Fetal Alcohol Spectrum Disorder (FASD) Ontario College Graduate Certificate

This fully online program provides learners with specialized knowledge and skills in Fetal Alcohol Spectrum Disorder (FASD). The program is designed to provide professionals with the knowledge and

skills needed to improve FASD services, to impact policy development, and to understand the complex challenges facing families, individuals, and communities at-risk for or living with FASD. A range of topics are covered including effective prevention and support strategies, research, cultural perspectives, and professionalism. A final capstone project will provide learners with an opportunity to integrate and reinforces concepts and methodologies introduced and explored throughout the program.

Entrance Requirements

College Diploma or University Degree, or equivalent, preferably in one of the following areas: healthcare, social or human services, education, childcare, or criminal justice.

Business Diploma

We now offer a fully online 2-year Business Diploma program to provide you with the best education possible in the competitive world of business. This program will prepare you with the job-ready essential employability skills required to work in a wide range of positions within financial, marketing, sales and service industries.

You can rest assured that the Business program will provide you with a unique set of skills that are in increasing demand and highly regarded by the business community. At Sault College, preparing you for a successful career is our business.

Entrance Requirements

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status.

To learn more email
ontariolearn@saultcollege.ca or visit
saultcollege.ca/continuingeducation





OTHER ONLINE COURSES AND PART-TIME CERTIFICATE PROGRAMS

Sault College offers hundreds of “asynchronous” online courses and over 40 online and independent study certificate programs. Asynchronous learning has beginning and end dates for each course and due dates for assignments; however, there is flexibility in your learning:

- there are no scheduled classes to attend
- you do not need to be online at any specific time
- access your course material at the times that are most convenient for you
- online facilitators are available to support your learning via chat, email, and discussion boards
- lessons are delivered online, and assessment activities are submitted using an online Learning Management System (LMS)

Course and Program Highlights:

- Many courses and programs are open to anyone with an Ontario Secondary School Diploma or those who are at least 19 years of age
- No onerous application process
- Most courses begin at the start of each term (January, May and September) but some courses also have a monthly intake
- Courses are fully online with no scheduled class time – work through the materials at a time that is convenient for you
- Take courses for your own personal or professional interest or work towards a certificate program – it's up to you
- Online certificate programs typically consist of 5 to 10 courses. Visit our website for complete details on each program

CONTINUING EDUCATION ONLINE CERTIFICATE PROGRAMS

Enhance your career prospects with one of our online or independent study part-time certificate programs.

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

CONTINUING EDUCATION ONLINE COURSES

Choose from over 1000 fully online courses in a wide range of topics. Below is a list of just some of our courses. Cost of a typical 3-credit online course ranges between \$305 - \$422 + textbook (where applicable).

For a list of all options and associated costs, visit 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

- Opioid Use, Misuse, and Dependency
- Mental Health and Wellness I

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
- Opioid Use, Misuse, and Dependency
- Mental Health and Wellness I

Business Courses

- Project Management
- Fundamentals of Entrepreneurship
- 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 email
ontariolearn@saultcollege.ca or visit
saultcollege.ca/continuingeducation**

REGISTRATION BEGINS DECEMBER 14, 2020

REGISTRATION AVAILABLE BY EMAIL AT:
continuingeducation@saultcollege.ca

or by visiting our website at
[saultcollege.ca/ContinuingEducation/
HowtoRegister.asp](http://saultcollege.ca/ContinuingEducation/HowtoRegister.asp)

**REGISTRATION FOR ONLINE, ON-DEMAND,
PROFESSIONAL DEVELOPMENT COURSES IS
NOW OPEN AT:**
training.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:

[saultcollege.ca/continuingeducation/pdf/
ConEdRegistration.pdf](http://saultcollege.ca/continuingeducation/pdf/ConEdRegistration.pdf)

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facebook.com/SaultCollegeConEd

