



**POWERFUL ME,
POWERFUL FAMILY,
COME JOIN US AT
PARENT AND ME YOGA**

WINTER 2019

LEARNING GUIDE

SAULT COLLEGE CONTINUING EDUCATION

Photo: Kate Gasparetto, certified KAY
(Parent and Me Yoga Instructor) and Autumn W.

Registration begins December 17, 2018
Visit us at www.saultcollege.ca/continuingeducation

Find the real you.



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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

Technology for Seniors - iPad and iPhone - CED2821 - New!

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.

January 30 to February 27 (5 Wednesdays)

Time: 6:00pm - 8:00pm Cost: \$98.07

Room: M1245

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.

March 6 to April 3 (5 Wednesdays)

Time: 7:00pm - 10:00pm Cost: \$136.41

Room: M2150

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.

April 10 to May 8 (5 Wednesdays)

Time: 7:00pm - 10:00pm Cost: \$136.41

Room: M2150

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.

February 25 to April 29 (10 Mondays)

Time: 5:30pm - 8:30pm Cost: \$223.90

Room: G1600

FITNESS AND DANCE

* Please bring appropriate footwear and water bottle to your fitness class.

* Please print and bring completed PAR-Q form to your first class.

Accessible Hatha Yoga for Relaxation - CED2593

This class is low impact and appropriate for all ages & abilities (can be done in a chair). Learn basic poses and breathing techniques, reduce stress, improve health and increase the sense of wellbeing.

February 25 to April 15 (8 Mondays)

Time: 7:30pm - 8:30pm Cost: \$59.65

Room: A1080

Beginner Yoga - CED2819 - New!

Honour your mind, body and spirit by participating in this beginner yoga class. Learn the five points of yoga; proper exercise, breathing, relaxation, diet, thinking and meditation. All levels of experience welcomed.

February 21 to April 11 (8 Thursdays)

Time: 7:15pm - 8:15pm Cost: \$59.65

Room: A1080

Bootcamp Lite - CED2567

All levels of fitness are welcome in this fun class! Build your strength and fitness through a variety of different types of exercises. Workouts will consist of cardiovascular conditioning (running or walking, plyometric), strength training (weights, stability balls, resistance bands) and stretching.

February 6 to March 27 (8 Wednesdays)

Time: 5:30pm - 6:30pm Cost: \$59.65

Room: A1080

Cycle to 25K - CED2820 - New!

New to cycling? Need to increase your distance? Join this fun outdoor cycling class and ride your way to 25k. Tips on riding, climbing and positioning will be provided to build your knowledge and give you

the confidence you need to cycle the trails in our beautiful city. Bring your bike to class.

April 24 to June 12 (8 Wednesdays)

Time: 6:00pm - 7:30pm Cost: \$86.65

Room: Essar Hall Lobby

Indoor Cycling - CED2469

This fun, energetic class can be tailored to your fitness needs. Pedal your way to better health!

Notes: There will be a one-time only fee of \$15.00 due at the first class to cover the cost of an access card to the Health and Wellness Centre.

February 13 to April 3 (8 Wednesdays)

Time: 5:30pm - 6:15pm Cost: \$59.64

Room: Health & Wellness Centre

Intro to Salsa Dancing - CED2833 - New!

This beginner salsa class will introduce you to the rhythm and timing of the music, as well as technique in leading and following. You will learn basic footwork, dance positions and connections between partners. Dance experience and partner not required!

January 22 to February 26 (6 Tuesdays)

Time: 7:30pm - 8:30pm Cost: \$46.15

Room: A1080

Parent and Me Yoga - CED2787

A parent and me workshop for one parent and one child (age 6 - 9). This course will provide self-discovery through imaginative yoga using a form of story-telling allowing for the bond of parent and child to grow as some Yoga positions will be partner based.

February 21 to April 11 (8 Thursdays)

Time: 6:00pm - 7:00pm Cost: \$59.65

Room: A1080

Prenatal Yoga - CED2633

This class is beneficial for expectant mothers, mothers that have given birth and would like to get back into shape, and anyone new to yoga looking for a low impact activity. Come out, have fun, get healthy.

February 25 to April 15 (8 Mondays)

Time: 6:15pm - 7:15pm Cost: \$59.65

Room: A1080

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.

February 6 to March 27 (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.

February 6 to March 27 (8 Wednesdays)

Time: 8:00pm - 9:00pm Cost: \$106.86

Room: A1080

LANGUAGE

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.

February 12 to April 2 (8 Tuesdays)

Time: 7:00pm - 8:30pm Cost: \$111.29

Room: M2020

LAW

Small Claims Court Workshop - CED2832 - New!

This comprehensive course will provide students with the understanding of the Small Claims Court and the Ontario Small Claims Court Rules. Students will learn about the Ontario Court structure and what claims can be brought in Small Claims Court versus other courts, who can sue and who can be sued, the process to commence a lawsuit and how to defend a lawsuit, and the framework for a Small Claims Court proceeding

January 30 to February 13 (3 Wednesdays)

Time: 6:00pm - 9:00pm Cost: \$278.87

Room: M1230

Being A Landlord - CED1578

Learn exactly what your legal rights and obligations are as a landlord!

March 27 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.35

Room: M1230

Estate Administration - CED2814

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

April 10 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.35

Room: M1230

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.

February 27 (1 Wednesday)

Time: 6:00pm - 9:00pm Cost: \$44.35

Room: M1230

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.

Notes: Please bring two pieces of government-issued I.D. with you to class.

February 22 to February 23 (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.

Notes: Please bring two pieces of government-issued I.D. with you to class.

March 29 to March 30 (1 Friday, 1 Saturday)

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

Saturday 9:00am - 6:00pm Cost: \$185.25

Room: M1230

Hunter Safety - CED2188

Prerequisite of PAL (Possession and Acquisition License) or POL (Possession Only Licence) 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. Handouts will be given during class.

February 23 to February 24 (1 Saturday, 1 Sunday)

Time: Saturday 6:00pm - 10:00pm

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. Handouts will be given during class.

February 22 to February 24 (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

PERSONAL GROWTH AND WELLNESS

Professional Makeup Workshop - CED2322

This introduction to professional makeup is an opportunity for all students regardless of their age, gender, or skill level, to learn and share concepts, ideas and inspiration. We will build onto your artistic talents and encourage confidence while educating you in day-to-day techniques.

February 26 to March 5 (2 Tuesdays)

Time: 7:00pm - 9:00pm Cost: \$32.65

Room: M2030

PROFESSIONAL

DEVELOPMENT

BETTER TEAM BUILDING SKILLS

TRADES AND TECHNOLOGY

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.

February 19 to November 21 (40 Tuesdays, 40 Wednesdays, 40 Thursdays)

Time: 6:00pm - 10:00pm Cost: \$5098.86

Room: K1240

Ozone Depletion Certificate - CED1057

Successful completion provides you with your Ozone Depletion Card.

March 2 (1 Saturday)

Time: 8:30am - 5:30pm Cost: \$230.52

Room: K1240

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**

PREPARE FOR

A CAREER IN MINING



SURFACE MINER COMMON CORE TRAINING

Available at Sault College this Winter in
partnership with Vision Mining Solutions Inc.

\$662.71

INCLUDES THE FOLLOWING MODULES:

- Work Safely in the Job Environment
- Lockout Tagout Energy Isolation
- Operate Hand and Power Tools

CHOOSE FROM TWO SESSIONS:

Saturday & Sunday, February 9 & 10,
8.00am to 4.00pm
Monday, Tuesday, Wednesday, Thursday March 4 - 7,
6.00pm to 10.00pm

CAREER DEVELOPMENT

Goal Setting Workshop - CED2827 - New!

Are you a procrastinator? Do you struggle with time management? If so, then this workshop is for you! Learn what procrastination is and how to avoid it, time management skills and explore what S.M.A.R.T. goals are and the importance of setting goals for personal success.

February 28 to March 7 (2 Thursdays)

Time: 6:30pm - 8:30pm Cost: \$46.80

Room: M2020

Change Management Workshop - CED2822 - New!

We live in a world where business as usual is changing such as new initiatives, project-based working, technology improvements and staying ahead of the competition. This course is designed to help you learn how to effectively lead and manage the many facets of change in your organization by exploring the eight step Kotter Change Management Framework.

April 3 (1 Wednesday)

Time: 9:30am - 12:30pm Cost: \$108.28

Room: L1120

Leadership Development Workshop - CED2824 - New!

Explore skills and tools to become a highly effective leader, discover how to use a wide variety of leadership styles and find out how to lead effectively when things get difficult. This workshop will assist you with drafting a Leadership Development Plan to enhance your leadership skills.

March 27 (1 Wednesday)

Time: 9:30am - 11:30am Cost: \$75.95

Room: L1120

Program Management Workshop - CED2826 - New!

This interactive seminar will provide you with the tools you need to organize, schedule and delegate tasks to effectively meet your organization's objectives, complete projects on time and on budget and produce real business results.

March 27 (1 Wednesday)

Time: 1:30pm - 4:30pm Cost: \$108.28

Room: L1120

Building Effective Leadership Skills Workshop - CED2825 - New!

Enrich your skills to be the best leader you can be! This one-day workshop will provide you with the tools necessary to motivate and lead your team effectively bringing success to your business. Topics covered will include delivering positive and negative feedback, managing conflict within your workplace, delegating tasks effectively and creating a useful performance review.

February 6 (1 Wednesday)

Time: 9:00am - 4:00pm Cost: \$208.97

Room: L1120

HEALTH AND SAFETY TRAINING

N95 Mask Fit Testing - CED2121

Testing will be conducted at Sault College.

Appointment time will be provided upon registration.

January 10 or 17 or 18

Cost: \$41.00

Room: Library Study Room 7

Standard First Aid/CPR HCP with AED - CED1857

Three Year Certification

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

January 26 to January 27 (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.

January 19 to January 20 (1 Saturday, 1 Sunday)

Time: 8:30am - 5:30pm Cost: \$162.00

Room: A2140

HEALTH SCIENCES

Foot Care courses are offered via independent study - start anytime!

Prerequisite: RN or RPN, certificate of completion in Foot Care Basic, Foot Care Advanced and Diabetes Foot Care Workshop, current CNO certificate of registration, professional insurance in the amount of \$3 million liability/malpractice (obtained through your nursing association).

Foot Care Basic - CED1034 - \$663.88

Foot Care Advanced - CED1033 - \$710.21

Foot Care (Diabetes) - CED1165 - \$537.32

Advanced Foot Care II: Padding and Strapping - CED2146 - \$240.13

Advanced Foot Care II: Scalpel and Dremel Burrs - CED2146 - \$240.13

COURT TRANSCRIPTION - CED2632

The Ministry of the Attorney General (MAG) now utilizes independent, authorized court transcriptionists (ACTs). When a student successfully completes this program, they can register to be placed on the list of ACTs. Only individuals on this list are authorized to produce and certify transcripts for Ontario Court Matters. Students require their own laptop for this program which must have a windows-based word processing application; a sound card, and headset and foot pedal. Students will receive a Sault College Court Transcript Certificate that will not expire under the current transcript model.

February 6 to June 19 (19 Wednesdays, no class March 13)

Time: 6:00pm - 9:00pm Cost: \$737.21

Room: M3110



ONLINE AND INDEPENDENT STUDY COURSES

IN A FORMAT THAT WORKS FOR YOU



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.

THE FOLLOWING DISTANCE COURSES ARE BEING OFFERED:

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 purchased in the Campus Shop

January 16 to April 24 (15 Wednesdays)

Time: 6:30pm - 9:30pm Cost: \$339.40

Room: J1180, Contact North

Introduction to Psychology - PSY102

Substitute: OEL109, PFP102

A study of the science of psychology; its methods, concepts and theories, including the following topic areas: (1) biological bases of behaviour and perceptual processes; (2) intelligence, learning and memory; (3) motivation and emotion, and (4) states of awareness.

Notes: Textbook may be purchased in the Campus Shop.

January 16 to April 24 (15 Wednesdays)

Time: 6:30pm - 9:30pm Cost: \$339.40

Room: J1180, Contact North

Introductory Sociology – SOC120

Substitute: OEL127, PFP103

Introductory sociology provides the student with the background necessary to understand sociology-its basic subject matter and approaches societal events. It includes study of social interaction, social patterns and culture.

Notes: Textbook may be purchased in the Campus Shop.

January 14 to April 22 (14 Mondays, no class February 18)

Time: 7:00pm - 10:00pm Cost: \$339.40

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 can be purchased from the Campus Shop.

January 15 to April 23 (15 Tuesdays)

Time: 7:00pm - 10:00pm Cost: \$339.40

Room: J1180, Contact North

COMPLETE A CERTIFICATE

IN A FORMAT THAT WORKS FOR YOU

ONLINE START & END DATES

January 15
to April 19

February 1
to May 10

March 1
to June 7

April 1
to July 8

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

4 MONTHS

- Effective Business Writing
- Project Management

8 MONTHS

- Business Applications
- Commercial Construction Management
- Diversity & Intercultural Relations
- Food Service Worker
- Leadership Development Series
- Marketing Specialist
- Occupational Health & Safety
- Palliative Care

12 MONTHS

- Engineering Technology Management
- Human Resources Practices
- Language Interpreter
- Legal Office Assistant
- Office Assistant
- Professional Bookkeeper
- Web Development Essentials
- Working with Dementia
- Wastewater Collection & Treatment Operations*
- Water Treatment & Distribution Operations *

*Pending board approval.

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

MORE
INFO!

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



DEVELOPMENTAL SERVICES SPECIALIST

8 Week (240h) Certificate

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 require 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: Spring 2019 at Sault College

Call 705-759-2554 Ext 2442 For more Information

REGISTRATION BEGINS DECEMBER 17

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)

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