



WHERE WE ARE IS WHO WE ARE

SAULT COLLEGE PROGRAM GUIDE



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HOW TO APPLY AND ADMISSIONS POLICY

1. November 1 – Colleges may begin sending offers of admission. Apply online at www.ontariocolleges.ca by February 1 for equal consideration. Follow the prompts to complete the process. There is a non-refundable fee to apply, payable to www.ontariocolleges.ca. If you need help completing your application, call us at 705-759-2554, Ext. 2222.
2. Watch for communication from Sault College. Once your application is processed, you will receive an official letter via email, as well as a letter in the mail to let you know if you are accepted into your program of choice or if there is anything missing.
3. Once we have accepted you into your program, go back online to www.ontariocolleges.ca to confirm your offer.
4. Pay your fees by the deadline(s) to secure your spot. We will let you know what else you need along the way.

ADMISSIONS

A. MINIMUM REQUIREMENTS

1. The minimum requirement for admission to any postsecondary program is an Ontario Secondary School Diploma (OSSD) (30 credits) or its equivalent, or mature applicant status. Some programs have specific requirements in addition to the minimum admission requirement.
2. The minimum requirement for admission to an Ontario College Graduate Certificate program is an Ontario College Diploma or university degree.
3. The minimum requirement for admission to any degree program is an OSSD including university-level credits where indicated.
4. Consideration will be given to applicants who have successfully completed college preparatory programs such as, but not limited to, Pre-Health, Pre-Trades, General Arts and Science – One-Year, and Academic and Career Entrance (ACE).

The College may publish other recommendations that enhance student success. Applicants should consult individual program descriptions available on the [Sault College website](http://www.saultcollege.ca).

(See Section J regarding collaborative programs)

B. OSSD EQUIVALENT

Recognized equivalents to the Ontario Secondary School Diploma are listed below and are accepted on the understanding that the applicant meets all requirements in particular subjects and/or subject averages.

- All provinces and territories, other than Quebec – Grade 12
- Quebec - High School Leaving Certificate (Secondary V)

Other academic qualifications may be evaluated as equivalent, as deemed appropriate by the Registrar's Office.

C. MATURE APPLICANTS

An individual who does not have an OSSD or equivalent but has reached the age of 19 may be admitted as a mature applicant. Mature applicants may be referred to Student Services for admission testing.

D. GENERAL EDUCATION DEVELOPMENT IN ONTARIO (GED)

Applicants successfully completing GED requirements will be assessed for admission as equivalent to secondary school graduates. Additional program-specific admission requirements must still be completed.

E. OTHER APPLICATIONS

Applicants who have completed studies utilizing independent curriculum (i.e. home-schooled) may be admitted through a process similar to that of the mature applicant. The applicant is referred to Student Services for admission testing and is required to submit available transcripts and curriculum for equivalency review.

F. APPLICANTS WITH INTERNATIONAL CREDENTIALS

Completion of secondary school along with program-specific admission requirements is necessary; and equivalencies will be determined by the Registrar's Office. Applicants with international credentials in languages other than English must be submitted with a certified true translation, along with the official academic record in the language of instruction.

G. APPLICANTS WITH FIRST LANGUAGE OTHER THAN ENGLISH

Sault College instructs its courses in English, and as such, an applicant must demonstrate English proficiency to meet the demands of our programs. To demonstrate English proficiency, applicants must have studied in an English-speaking secondary or postsecondary institution, for a minimum of 3 years, in any of the following countries: Canada, Australia, Ghana, Kenya, Mauritius, Nigeria, New Zealand, Singapore, United States of America, United Kingdom, and Caribbean countries excluding Cuba, Dominican Republic, Haiti, and Puerto Rico; or have completed English training as deemed equivalent by the Registrar's Office.

Applicants for whom English is not a first language, and who have not studied in the countries noted above, must provide proof of English language proficiency. Sault College has approved a number of tests and minimum scores to satisfy English language proficiency, found here:

<https://www.saultcollege.ca/International/AdmissionRequirements.asp>. Where appropriate, if applicants do not meet these minimum requirements, successful English language training may be required prior to the start of the academic program.

H. CREDIT TRANSFER OR ADVANCED STANDING APPLICANTS

Applicants seeking advanced standing, including college-to-college transfers or advance credit transfer, will follow the Prior Learning Assessment and Recognition (PLAR) policy, Credit Transfer policy and/or General Education Credit Transfer policy.

I. OVERSUBSCRIBED PROGRAMS - SELECTION PROCEDURES

Priority of Admissions

The established MCU priority for admissions for oversubscribed programs is as follows:

1. Permanent residents of Ontario
2. Permanent residents from other Canadian provinces and territories
3. International applicants

The College procedure for selection in oversubscribed programs is as follows:

If, after all other selection procedures have been applied and there are more qualified applicants than spaces available in a given program, selection criteria beyond those of program eligibility may be used. The criteria shall be determined on a program-specific basis and must be capable of objective demonstration or measurement and be relevant to the program.

Program-specific ranking information may be requested from the Registrar's Office. Waiting lists are to be established for oversubscribed programs and maintained up to the end of the registration period. Applicants must, on their request, be informed of their relative positions on the waitlist. Movement takes place as vacancies arise. For oversubscribed programs, 10% of seats available are held for students currently enrolled and successfully completing an internal preparatory Ontario College Certificate with an overall GPA of 2.5 or greater, as well as any other admission requirements for their program of choice.

Applicants from Access Programs (ACE)

For oversubscribed programs, students must have a grade point average of 2.5 or greater in the ACE program, along with program-specific admission requirements.

Designated Seats

For some health programs (Collaborative Bachelor of Science in Nursing, Practical Nursing, Occupational Therapist Assistant and Physiotherapist Assistant, and Pre-Health), 5% of seats, in addition to any selected through the admission ranking process, will be held for applicants who self-identify as Indigenous.

J. COLLABORATIVE PROGRAM

Collaborative program refers to a program where the College and another postsecondary institution agree to jointly deliver a program. Admission requirements for collaborative programs will be determined on a program-by-program basis with the postsecondary institutions involved.

K. CRIMINAL RECORD CHECK

Applicants applying for enrolment in programs that involve placement, practicum or outreach activities may require a Criminal Record Check as part of the placement requirements. The applicant should review specific program requirements.

L. ADMISSION REVIEW PROCESS

Applicants who are refused admission to the College have the opportunity to request the reason(s) for which they were refused admission to their program of choice. Applicants who are not satisfied with the reason(s) for the refusal can request a review of their application.

ADMISSION REVIEW PROCEDURE

- These requests will be made, in writing, to the Registrar's Office within 10 business days of the date of the refusal letter. The submission will include the nature of the request as well as any supporting information or documentation to be considered in a review of the decision.
- The Registrar or designate will convene a meeting of the Admissions Review Committee, consisting of the Registrar, a Finance and Administration Representative, the Chair of the program in question, and where applicable, the Program Coordinator.

A final decision on behalf of the Committee will be communicated to the applicant within 10 business days of the receipt of the appeal.

IMPORTANT DATES:

1. Students can apply as early as October of each year at www.ontariocolleges.ca.
 1. All applications received up to February 1 are treated equally.
 2. All applications received on or after February 2 are treated on a first-come, first-served basis.
 3. All offers are subject to the final achievement of an Ontario Secondary School Diploma or its equivalent, and successful completion of specific program admission requirements.
2. An application fee as designated in the application guidelines must be received by www.ontariocolleges.ca in order for the application to be processed and sent to the College.
3. It is the responsibility of the student to ensure that their official midterm grades and final Grade 12 grades are forwarded to the Ontario College Application Service directly from their school. A decision regarding acceptance cannot be made if grades are not submitted.
4. Sault College Registrar's Office staff, recruiters, and counsellors are available to assist prospective students.
5. You must accept your offer of admission at www.ontariocolleges.ca.
6. May 2 is the earliest date any college can withdraw an offer of admission.
7. Payment or deferral of tuition fees must be made by the fee payment date, as established on the [Key Dates Calendar](#), in order to reserve a seat.

FREQUENTLY ASKED QUESTIONS

How can I contact ontariocolleges.ca?

You may reach the Customer Contact Centre by phone: 1-519-763-4725 or 1-888-892-2228 (toll-free within Canada); or by email: ask-us@ontariocolleges.ca. If you need to contact by mail, the address is below:

ontariocolleges.ca
60 Corporate Court
Guelph, ON N1G 5J3

How can I submit my transcripts?

Transcripts may be requested as part of the application process on www.ontariocolleges.ca. Many institutions are able to submit transcripts electronically through the transcript request service in the application system. Or, if you are currently in high school in Ontario, let your Guidance Office know that you are applying to college and they will send your transcripts to www.ontariocolleges.ca for you. If you are currently in high school in another Canadian province, your school will need to send one official transcript to www.ontariocolleges.ca or to the Sault College Registrar's Office.

If you are unable to request your transcript through the www.ontariocolleges.ca application site, please contact your high school/postsecondary institution to have them submit your transcript. If your high school is closed, contact the Board of Education to place your request. If the school is unable to upload your transcript to the www.ontariocolleges.ca application site, they may email your transcript to registrar@saultcollege.ca; fax to the Registrar's Office at 705-759-3273; or mail to Sault College, ATTN: Registrar's Office, 443 Northern Avenue, Sault Ste. Marie, ON P6B 4J3.

If you are applying as a mature student, you will still need to arrange with your last high school to have one official transcript sent to www.ontariocolleges.ca or to the Registrar's Office.

If you are sending documents from any educational institution outside of Canada, an original or certified copy of the documents needs to be sent directly to Sault College or to one of the following agencies to have an evaluation of your credentials completed:

WORLD EDUCATION SERVICES

www.wes.org/ca

Phone: 1-416-972-0070

Toll-free: 1-800-361-6106

INTERNATIONAL CREDENTIAL ASSESSMENT SERVICE OF CANADA

ICAS of Canada

Ontario AgriCentre

100 Stone Road West, Suite 102

Guelph, ON N1G 5L3

Phone: 1-519-763-7282

Toll-free in Canada: 1-800-321-6021

Fax: 1-519-763-6964

Email: info@icascanada.ca

Paying your fees is a very important part of registering at Sault College. It helps us prepare for your studies before you get here and makes sure the proper resources are available to you once you begin studying. Be sure to arrange for payment as soon as you receive a reminder via email to save your spot in the program of your choice. This is especially important to do in programs that have waitlists.

The Student Financial Assistance Office is available to help you if you are experiencing difficulties in meeting your educational costs. Along with OSAP (Ontario Student Assistance Program), our office handles SBA (Scholarships, Bursaries & Awards), and the Tuition Fee Bursary Program, including Entrance Awards. We also offer a number of other financial aid services, budget counselling for groups or individuals, high school OSAP workshops, classroom presentations, and seminars on debt repayment.

The Student Financial Assistance Office also supports Campus Work Study, Student Exceptional Expense Bursaries, Part time Canada Student Loans, Learn and Stay Grant, and more.

For more information, please visit us on-line at www.saultcollege.ca.

ONTARIO STUDENT ASSISTANCE PROGRAM (OSAP)

If you are applying for College, you may wish to apply for OSAP. On-line OSAP applications are available at www.ontario.ca/osap. To make sure your funding is in for the fall, we recommend that you submit your application, and upload the required supporting documentation by June 10th. (Applications must be entered and supporting documentation including “Consents, Declarations and Signature” pages must be sent to the Student Financial Assistance Office at the College by June 30th).

The amount of OSAP you receive is based on your financial need and in some cases, your parents’ or spouse’s income. Please keep in mind that each case is assessed on an individual basis.

Application processing normally takes 6 to 8 weeks. All information provided with an OSAP application is subject to verification and audit by the Ministry of Colleges and Universities.

If you are a registered full-time student with us who has applied for OSAP, and have provided all required documentation, your funds will automatically be deposited into your bank account between three and seven days after your classes start in the fall.

SAULT COLLEGE ENTRANCE AWARDS

As a first year student, you are strongly encouraged to apply for a Sault College Entrance Award please see details posted on your Sault College Student Portal. The value of this award is \$500. An online application is available between the first of February and mid-May at my.saultcollege.ca.

SCHOLARSHIPS & AWARDS

As a full-time student attending Sault College, you may apply for a variety of excellent scholarships, awards, medals, and bursaries we offer. Our College gives out over \$2 million dollars in funding each year to our students. Scholarships are normally awarded on the basis of academic achievement. Students applying for scholarships will need to maintain at least a 3.0 accumulated GPA. Bursaries are awarded primarily on the basis of financial need. Awards are usually awarded on the basis of both financial need and academic performance. All scholarships and awards are intended to encourage a high standard of academic achievement. An online application is available between October 1st and mid-November on the student portal at my.saultcollege.ca. The Student Financial Assistance Office has student computers for you to use and are willing to offer the necessary supports to help you with your application.

Please visit us office in Room M1200, email us at Student.Financial.Assistance@saultcollege.ca; or call us at 705-759-2554 ext: 2704.

A. PROCEDURES

Students who have paid or deferred their fees, or for whom the College has received a Letter of Sponsorship, will become registered in their program. Once registered, students must officially withdraw from the College by Day 10 of classes (as identified on the [Key Dates Calendar](#)) to be eligible for a refund (less an administration fee). Non-attendance does not constitute a withdrawal; an official withdrawal is required.

B. LATE REGISTRATION

Late registration and changes in registration may be allowed with the Chair/Dean's permission.

A late payment fee of \$150 will be charged if tuition is not paid or deferred by the fee payment deadline. If acceptance is granted after this deadline, the late payment fee will be charged if tuition is not paid or deferred within 14 days of acceptance.

The program start dates are listed in the Key Dates Calendar, which is available to students in their Acceptance Guide on my.saultcollege.ca; and [visiting Key Dates](#) on our website.

C. CONTINUING EDUCATION COURSES

Registered full-time students who, because of timetable conflicts, are unable to register for a course required to graduate from their program, or who have a preference to study online, may take this course or its equivalent, if available, through Continuing Education. Approval must be granted by the Chair/Dean and additional administrative fees may apply.

D. WITHDRAWAL FROM A COURSE OR PROGRAM

To officially withdraw from a course or program, students must contact the Chair/Dean's Office to complete a Withdrawal Form. If you are considering withdrawing from the College, it is recommended that you pursue the advice of a Counsellor in Student Services or your Program Coordinator to help you assess your situation and determine your next steps.

If you officially withdraw from the College by the last day to withdraw from a course or program without financial penalty as specified on the Key Dates Calendar, no grades will appear on your transcript. A refund of fees paid (less an administration fee) will be issued.

Students may withdraw from any course without academic penalty after Day 10 of classes (last day to drop courses without financial penalty) and the "last day to drop courses without academic penalty" as specified on the Key Dates Calendar. A "W" grade will be recorded on your transcript. No refund of fees will be issued.

If you officially withdraw from the College after the "last day to drop courses or a program without academic penalty" as specified in the Key Dates Calendar, a failing grade will appear on your transcript for all courses in that term. No refund of fees will be issued.

E. PROGRAM TRANSFERS

If a student decides to transfer from one program to another, they are required to consult with the Chair/Dean of both programs, as well as with the Registrar's Office, to determine eligibility for their new program. Approval must be received from all offices before commencement of classes in the new program. A fee may apply.

F. CHANGE OR CANCELLATION OF COURSES/PROGRAMS

Although it is fully intended to adhere to the programs of study and policies as announced in this program guide, the College reserves the right to make changes as deemed necessary without prior notice.

G. PROGRAM CANCELLATION POLICY

In the event that it becomes necessary to cancel or suspend a program or programs, the College will ensure that students enrolled in the affected program(s) will be given every opportunity to complete their studies in the normal time period (i.e. the Ministry-approved program duration). The College assumes no responsibility to offer these program(s) in full or in part beyond this time frame.

If a transfer to another college is more practical for both the students and the College, Sault College will take the responsibility of assisting the students to become enrolled in the same program offered by another college within a reasonable distance.

H. PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Prior Learning Assessment and Recognition (PLAR) offers learners the opportunity to earn credit for College courses based on formal demonstration of prior learning, usually acquired through study, work and other life experiences, that is not recognized through formal credit transfer mechanisms.

PLAR is a process that uses a variety of tools to help learners reflect on, identify, articulate and demonstrate past learning.

PLAR includes the challenge exam process and portfolio assessment as defined below:

- **Challenge Process:** A method of assessment developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of receiving a final grade without requiring enrolment in a course.
- **Portfolio Assessment:** A method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational, or occupational goals that demonstrates achievement of stated learning outcomes of college courses or programs.

To be eligible for PLAR, a candidate must be at least 19 years of age or a secondary school graduate and be a student working toward a diploma or certificate and/or meet the entrance requirements for the program in which PLAR is requested. A student must meet residency requirements of the Credit Transfer policy. Program specific restrictions may apply.

Apprenticeship General Information

With an increasing number of retirements in the skilled trades, it is becoming even more important to support apprenticeships in Ontario.

Apprenticeship training provides access to well-paying jobs that demand a high level of skill, judgement and creativity.

Becoming an apprentice can be an important first step to learning new skills and building a rewarding career. Jobs in the skilled trades pay well, are interesting and challenging. Plus, you earn while you learn!

Apprentices become qualified tradespeople once they have acquired the knowledge and skills in a trade or occupation and are certified by a provincial or territorial authority. Registered apprentices complete on-the-job training as well as in-school training in preparation for certification. The Ministry of Labour, Immigration, Training and Skills Development administers apprenticeship programs in Ontario.

On-the-job training is completed by apprentices through their employer (sponsor).

In-school (classroom) apprenticeship training is only available to registered apprentices through an approved Training Delivery Agent (TDA).

Sault College is an approved TDA for the Ministry of Labour, Immigration, Training and Skills Development (MLTSD) for many apprenticeship programs in the industrial, construction, motive power and service sectors. Apprentices that complete their in-school training at Sault College are recognized with an Ontario College Certificate.

Sault College is one of the largest Training Delivery agents in Northern Ontario and delivers in-school training for registered apprentices in the following trades:

- Automotive Service Technician
- Construction & Maintenance Electrician
- Cook
- Hairstylist
- Heavy Duty Equipment Technician
- Industrial Electrician
- Ironworker
- General Machinist
- Industrial Mechanic (Millwright) blended delivery
- Parts Technician (on-line)
- Plumbing
- Steamfitter
- Truck & Coach Technician
- Utility Arborist

If you are a high school student, the Ontario Youth Apprenticeship Program (OYAP) can help you start training to be an apprentice while completing high school. Please contact your OYAP Coordinator for more information.

Pre-apprenticeship programs provide opportunities to learn trade-related skills essential to becoming an apprentice. To learn more about Pre-Apprenticeship programs at Sault College, please contact the Sault College Continuing Education office at: continuingeducation@saultcollege.ca. To register for a Pre-Apprenticeship Program please contact the Sault College Registrar's Office at: registrar@saultcollege.ca.

Minimum Academic Requirements

Applicants must be at least 16 years of age to enter into apprenticeship training. Entrance requirements for apprenticeship programs vary between Grade 10 and 12 depending on the trade, although you will find that most employers and unions require Grade 12 and a solid foundation in Mathematics, English and the Sciences.

Your apprenticeship consultant can provide you with the specific qualifications required for apprenticeship training in your chosen trade.

For more information on how you can pursue an apprenticeship contact Employment Ontario:

- Toll-free: 1-800-387-5656
- TTY (teletypewriter): 1-866-533-6339
- contactEO@ontario.ca
- www.skilledtradesontario.ca

Contact the local apprenticeship office in Sault Ste. Marie:

MLITSD – Employment Ontario
447 Queen Street East, 4th Floor
Sault Ste. Marie, ON P6A 1Z5
Telephone: (705) 945-6815
Toll-free: 1-800-236-8817
MLTSDSaultSteMarie@ontario.ca



A. FEES FOR FULL-TIME POST-SECONDARY STUDENTS

The basis for fee assessment for all programs/courses will be the definition of a full-time student.

A full-time post-secondary student is a student who is:

- enrolled in a program which has been approved by the Ministry of Colleges and Universities (MCU) and/or the Sault College Board of Governors; **AND**
- carrying a workload of at least 70% of the program credits, or 66 2/3 of the courses required for the program, in any semester (except for Collaborative Bachelor of Science in Nursing (BScN) students, where program full-time is defined as a minimum of 12 credits or 4 courses per semester).

An academic period is defined as follows:

- FALL: September 1 to December 31
- WINTER: January 1 to April 30
- SUMMER: May 1 to August 31

Note: A Student Achievement and Records fee will be assessed for each program of study and is typically charged in the first semester.

i) Course Overload Fees

When students register for more courses and credits than are required for their particular program and semester, a course overload occurs. This will result in additional fees being charged. Students are advised to contact the Registrar's Office when adding a course(s) to determine if the addition(s) will result in an "overload" situation.

ii) Extracurricular Course Fees

Regardless of course load, students enrolling in courses outside of their program graduation requirements will be assessed additional fees.

iii) Additional Information

- Fees not paid by the semester deadline dates are subject to a \$150 late payment fee.
- Some programs have additional program-related fees that are assessed either annually or one-time and are listed at the end of this document.
- Fees for course overloads and extra-curricular courses will be assessed after the "add deadline" in each semester (see [Key Dates Calendar](#)).
- A 100% level is the total number of program credits scheduled for a given program and level in a particular semester.

B. FEES FOR PART-TIME POST-SECONDARY STUDENTS

A part-time post-secondary student is a student who is enrolled in course(s) less than 70% of the program credits and fewer than 66 2/3 of the courses required for the program in any semester (except for Collaborative Bachelor of Science in Nursing (BScN) students, where program part-time is defined as less than 12 credits or 4 courses per semester).

Part-time tuition fees for most post-secondary programs (excluding BScN, Aviation Technology – Flight, and Mechatronics) are calculated on the basis of approximately \$5.91 per credit hour x 14 weeks (subject to change at Sault College's discretion). Some programs may have a higher part-time calculation rate. Tuition fees for part-time students are due in full at the time of registration.

C. FEES FOR LOCKERS

1. Locker fees are determined by Sault College and may be subject to change. These fees are part of the compulsory ancillary fees and are used to maintain the locker program.
2. If a student withdraws by Day 10 of class from the College, the locker fee will be refunded along with all other fees.
3. There will be a \$20 fee charged for any missing locks.
4. The Locker Assignment information is available on the Sault College Student Portal.
5. If a student withdraws or leaves the College for any reason, the locker must be vacated the last day of attended classes. All contents are to be removed and the assigned lock left on the locker and locked.
6. Without prior notice, the lock will be cut and contents removed from any unregistered locker, any locker a student has taken possession of without being assigned to it, or a locker registration date that has expired. Sault College is not responsible for any items that are removed from an unregistered locker or an expired locker. All contents will be stored for 10 business days, after which time they are donated to the Sault College Students' Union (SCSU) office for their annual sale, or discarded at the discretion of the College.
7. The College bears no liability for the contents or personal property stored in the locker. The occupant is responsible for any items stored in lockers and use of lockers is at the risk of the occupant.
8. The student is responsible for the replacement and/or repair of the locker as a result of damage or misuse of College property.
9. Occupants are expected to vacate the locker by the expiry period displayed with their rental location and combination code.
10. In order to allow for summer cleaning and maintenance of lockers, all contents must be removed by May 1st. Any contents left in the lockers will be considered abandoned and discarded without further communication to the student. Lockers are available after August 20th.

D. FEES FOR PARKING

Students who need to park on campus will require a current parking pass.

Please note parking rates are subject to change.

More information regarding parking is available on the [Sault College website](#).

E. TYPICAL EXPENSES –

The costs listed below are approximations and may vary, depending on the type or length of the program, accommodations, and spending habits. The budget is based on one academic year (typically 28 weeks).

	Home	On Campus	Off Campus
Tuition and Ancillary Fees	\$4,287*	\$4,287*	\$4,287*
Books and Supplies	\$1,750	\$1,750	\$1,750
Housing	\$0	\$5,600 - \$7,300	\$5,650 - \$8,200**
Food / Meal Plan	\$0	\$3,058***	\$4,300 - \$5,950
Internet, Cable & Laundry	\$0	Included	\$2,700 - \$4,350
Local Transportation	\$0 - \$420****	\$0 - \$420****	\$0 - \$420****
Miscellaneous	\$3,260	\$3,260	\$3,260
Total	\$9,717	\$20,075	\$28,217

Above Represents 2024-2025 academic year. Fees subject to change. Represents approximate costs only.

* Domestic student fees only. Some programs cost more. Refer to the [website](#) for specific tuition fees.

** Some off-campus housing options require a 12 month lease, which will increase the above mentioned costs.

*** Meal Plans are optional. This represents the Annual Plan Cost. Other options are available.

**** Local transportation for two semesters is optional.

F. REFUND OF FEES FOR FULL-TIME POST-SECONDARY STUDENTS

Post-Secondary Refunds

In accordance with MCU guidelines, fee refunds are determined as of the effective date identified on the Withdrawal Form or the drop date. To obtain a refund, the student must initiate the withdrawal process by completing the withdrawal form, which is available in the Dean's/Chair's Office.

International Refunds

In accordance with MCU guidelines, refunds of fees are determined as of the effective date identified on the Withdrawal Form or the drop date. To obtain a refund, the student must initiate the withdrawal process by completing the withdrawal form, which is available in the Dean's/Chair's Office; and by completing the International Refund Application, which is available on the [Sault College website](#) or from the [Registrar's Office](#). The fees eligible for refund are outlined on the Application form.

G. REFUND SCHEDULE

Post-Secondary Refunds

If full-time students officially withdraw on or before Day 10 of the semester as specified in the Key Dates Calendar, all fees paid will be refunded, less the \$100 non-refundable administration fee, and any late fees assessed. Please note the administration fee differs for international students.

The program start dates are listed in the Key Dates Calendar, which is provided to all students at [Key Dates Calendar](#).

Students officially withdrawing after Day 10 of the semester (as specified in the Key Dates Calendar) will not be eligible for a refund of fees for that semester. However, all fees paid in advance for future semester(s) will be refunded.

International Refunds

If international students officially withdraw on or before the last day to withdraw as specified in the Key Dates Calendar (usually Day 10 of the semester), all fees paid will be refunded, less the \$2,500 non-refundable administration fee. If a student has received a visa refusal, they will receive a refund less a \$400 non-refundable withdrawal fee. Bank charges may apply and will be deducted from the refund in addition to fees listed above. All funds will be returned to the country of origin.

The program start dates are listed in the Key Dates Calendar, which is provided to all students at [Key Dates Calendar](#).

All refund packages must be submitted via the International Application Services (IAS) portal.

H. REFUND OF FEES FOR PART-TIME POST-SECONDARY STUDENTS – DAY CLASSES

A \$15 registration fee is included in the total fees payable and is non-refundable. Also, any course-specific supply fee is not refundable. Students enrolled in Continuing Education classes must officially withdraw from courses by letting the Registrar's Office know prior to the second class to be eligible for a refund. The fee refunded will not include the registration fee of \$15. If the course has only one class, the withdrawal request must be made prior to the beginning of that scheduled class.

I. TUITION AND EDUCATION CREDIT CERTIFICATE

The Tuition and Education Credit Certificate (T2202) is a form that includes months of full-time or part-time attendance and tuition fees paid.

The certificate is available on the Student Portal to post-secondary, apprenticeship, adult training and continuing education students in late February of each year.

Tuition fees must be paid by December of each year to ensure that the tuition receipt section of the certificate will be issued by February of the year following payment.

2025/2026 ANNUAL FEE SCHEDULE*

** For Full-time Post-secondary (Domestic) Students. Tuition Fees subject to change.

*** For Full-Time Post-secondary (International) Students. Tuition Fees subject to change.

	Domestic	International
Tuition Fee	\$2649 – \$8524**	\$15,121 – 22,830***
Academic Support – Academic Transition Fee	\$25	\$25
Academic Support – Peer Tutoring Fee	\$40	\$40
Academic Support – Student Support Fee	\$57.50	\$57.50
Academic Support – Testing Services Fee	\$25	\$25
Academic Technology Support Fee	\$120	\$120
Alumni Fee	\$15	\$15
Athletics & Recreation Fee	\$170	\$170
Chapters & Clubs Membership Fee	\$12	\$12
Employment & Career Services Fee	\$55	\$55
Event Membership Fee	\$43	\$43
Health & Counselling – Health Support Fee	\$35	\$35
Health & Counselling – Mental Health Support Fee	\$70	\$70
Health & Counselling Wellness Programming	\$42.50	\$42.50
International Health Insurance	n/a	\$650
Locker Fee	\$15	\$15
SCSU Supplemental Health & Dental Plan Fee	\$205	\$205
Student Achievement & Records Fee	\$50	\$50
Student Association Membership Fee	\$18	\$18
Student Buildings – Health & Wellness Building Trust Fee	\$100	\$100
Student Buildings – Athletics Equipment Investment Fund	\$16	\$16
Student Buildings – Capital Improvement Fee	\$20	\$20
Student Buildings – Student Life Centre Operations Fee	\$48	\$48
Student Financial Assistance Fee	\$15	\$15
Student ID Cards - Campus One Card Fee	\$15	\$15
Student Legal Services Plan Fee	\$33	\$33
WUSC Fee / Student Refugee Sponsorship Program	\$5	\$5

Please note: some programs have additional program-related fees

Compulsory Program Related Ancillary Fees:	2025 - 2026 Ancillary Fees
Canadian Nursing Students' Association (CNSA) Fee - Annual Fee The Canadian Nursing Students' Association is the national organization representing nursing students from across Canada. Contact for more information: Dean, Health	\$10.00 Paid annually in Term 1
Co-op Education Fee - Per Term The Co-op Education Fee is assessed every year in designated co-op programs. The Co-op office is located in J1120 and the fee supports staffing, equipment and materials available to support students who are seeking co-op placements. In addition, the fee supports the structures necessary for the coordination and development of co-op work term processes. Contact for more information: Co-op Office (Room J1120)	\$300 annually \$150.00 per term
Equipment Lending Fee - Annual Fee The Equipment Lending Fee is assessed annually to students who are in the Digital Film Production (1097) program. This fee supports students to create productions to build academic and professional portfolios. Contact for more information: Dean, Indigenous Education, School of Natural Environment, Media and Design and Academic Upgrading	\$200.00 Paid annually in Term 1
Field Camp Fee - Per Term The Field Camp Fee is assessed to students who attended a "Field Camp" as a program requirement in the School of Natural Environment (SONE). Students may be required to attend up to three of these "Field Camps" depending on their program. The "Camps" are held at various locations throughout the District. Students are assessed this fee in the term for which it applies. The Field Camp Fee covers the costs of food, travel and accommodations during the entirety of the camp. Costs are determined based on the length of the camp. Contact for more information: Dean, Indigenous Education, School of Natural Environment, Media and Design and Academic Upgrading	\$40.00 - \$542.00 Paid annually - Fall Term
Flight Training Support Fee - Annual Fee The Flight Training Support Fee is assessed annually to students enrolled in Aviation Technology - Flight (4061) program. This fee supports students in their flight training experience. Contact for more information: Dean, Aviation	\$450.00 Paid annually in Term 1
Food Lab Fee - Annual Fee The Food Lab Fee is assessed annually to students in the Culinary Management (2078) and Culinary Skills - Chef Training (1071) programs. Contact for more information: Dean, Continuing Education, E-Learning and Culinary	\$700.00 Paid annually in Term 1
Media & Design Technology Fee - Annual Fee The Media and Design Technology Fee is assessed annually to students in the Game - Art (4008), Digital Film Production (1097), and Graphic Design - Digital Media (1094) programs. This fee will enhance student access to the latest technology and software in the industry. Contact for more information: Dean, Indigenous Education, School of Natural Environment, Media and Design and Academic Upgrading	\$200.00 Paid annually in Term 1
(Global Business Management) Digital Learning Materials Fee - One-Time Fee The Digital Learning Materials Fee is assessed one time to students enrolled in the Global Business Management (2106), (5905), and (5906) programs. This fee provides students with access to digital text books, assessment tools, and advanced standing towards professional designation for international trade practitioners, the Certified International Trade Professional (CITP). Contact for more information: Dean, Business and Information Technology	\$480.00 One-Time Fee, paid in Term 1
E-Learning Technology Support Fee - Per Term This fee is collected to provide students with 24/7 helpdesk support and to cover the cost of hosting courses on the OntarioLearn platform. This fee is assessed <u>in place of the Academic Technology Support Fee</u> for OntarioLearn Students only. Applicable to Accommodation and Human Rights Management (1250), Business (2735), and Fetal Alcohol Spectrum Disorder (2752) Distance Education programs. Contact for more information: Dean, Continuing Education, E-Learning and Culinary	\$139.50 per term
(Project Management) Digital Learning Materials Fee - One-Time Fee The Digital Learning Materials Fee is assessed one time to students enrolled in the Project Management (2176), (5915), and (5925) programs and the Advanced Project Management - Strategic Leadership (2179) (5927) programs. This fee provides students with access to digital learning materials and a student membership to the Project Management Institute (PMI) which is an International-based project management accreditation organization and the world's leading provider of project management curriculum, materials, and professional certification. Contact for more information: Dean, Business and Information Technology	\$55.00 One-Time Fee, paid in Term 1
(Graphic Design) Student Registered Graphic Designers Membership Fee - Annual Fee The Student Registered Graphic Designers (RGD) Membership Fee is assessed annually to students in the Graphic Design - Digital Media (1094) program. This membership gives students experience which prepares them for the RGD certification. Contact for more information: Dean, Indigenous Education, School of Natural Environment, Media and Design and Academic Upgrading	\$35.00 Paid annually in Term 1

(Office Administration - Executive) Micro-Credential Bundle Fee - One-Time Fee The Micro-Credential Bundle Fee is assessed one time to students enrolled in the Office Administration - Executive (2086) Program. This fee provides students with access to nine micro-credentials to supplement program learning as well as to provide additional certification and badging students can use to showcase specific industry skills in the job market and workplace. Contact for more information: Dean, Business and Information Technology	\$90.00 One-Time Fee, paid in Term 1
(Health Care Administration & Health Care Leadership) Micro-Credential Fee - One-Time Fee The Micro-Credential Fee is assessed one time to students enrolled in the Health Care Administration (2186) Program, and the Health Care Leadership - Canadian Context (2187) (5985) (5987) Programs. This fee provides students with access to a micro-credential specific to Understanding Medical Terminology to better prepare students to enter careers in the healthcare sector. Contact for more information: Dean, Business and Information Technology	\$25.00 One-Time Fee, paid in Term 1
(School of Business) Micro-Credential Fee - One-Time Fee The program ancillary fee for School of Business programs including (2037) Business Fundamentals, (2035) Business, (5935) Business, (2041) Business - Human Resources, (2050) Business - Accounting, (2057) Business - Marketing and (2073) Sports Administration covers costs associated for Sault College students to access one micro-credential to supplement program learning in Intermedial Excel as well as to provide additional certification and badging students can use in the job market and workplace. All of the microcredentials are integrated into the current course - BCO118. Contact for more information: Dean, Business and Information Technology	\$25.00 One-Time Fee, paid in Term 1
(Supply Chain Management - Emergent Technologies) Certificate in International Freight Forwarding The program ancillary fee for students in the new two year Supply Chain Management - Emergent Technologies program(s) (2184) and (5903) covers the costs associated to students in this program to obtain the course requirements toward achieving a certificate in International Freight Forwarding from the Canadian International Freight Forwarders Association (CIIFFA) - an internationally recognized designation within the transportation and international trade logistics industries. The fee covers two courses - International Transportation and Trade and Essentials of Freight Forwarding that will be embedded within the program. Upon successful completion, students will obtain two credentials - a graduate certificate from Sault College in Supply Chain Management - Emergent Technologies and a certificate in International Freight Forwarding.	\$1100.00 One-Time Fee, paid in Term 1

SEE ALSO:

The below policies are located on the student portal (my.saultcollege.ca), under the “Support Services” tab, under “Forms and Policies”.

- Parking Regulations Policy
- Student Fee Administration Policy



Sault College offers a variety of fee payment methods.

From our domestic to our International students, we have developed easy ways to make your tuition payments. Call Financial Services at 705-759-2554, ext. 2300 to learn more.

For Payments Inside of Canada

Sault College welcomes a variety of fee payment methods for Domestic Students:

ONLINE PAYMENT – CREDIT CARD PAYMENT

Students may pay online through the [Student Portal](#). Go to “Records” and select “Online Tuition Payment”. Your fee statement will be available and you will be able to pay with either Visa or MasterCard.

DIRECT DEPOSIT – BANK ACCOUNT PAYMENT

Through your preferred bank account you can add Sault College as a "payee" and arrange an online bank account payment. You will require your Sault College 8-digit student identification number for this option. Your student identification number will be your "Account Number" when making a payment. If you are paying using online banking, some banking institutions **may take up to 72 hours to process payments**, so please plan accordingly.

FINANCIAL SERVICES OFFICE

Students are welcome to pay in-person with Financial Services at Sault College (Location: Essar Hall, M1200). Hours of operation are Monday to Friday, 8:30 a.m. – 4:30 p.m. If you are paying in person, you may pay via Cash, Debit, Visa, MasterCard, Money Order, and/or Cheque.

TELEPHONE – CREDIT CARD PAYMENT

Students have the option to call 1-705-759-2554 ext. 2300 to arrange for payment with Visa or MasterCard. Hours of operation are Monday to Friday, 8:30 a.m. – 4:30 p.m.

STUDENT FINANCIAL ASSISTANCE – FINANCIAL AID OFFICE

If you are eligible, you may apply for an Ontario Student Assistance Program (OSAP) Loan. Details about student loans and eligibility criteria are available at ontario.ca/osap.

If you have applied for OSAP, you will have to complete an OSAP Tuition Fee Extension form and submit to StudentFinancialAssistance@saultcollege.ca and pay your tuition deposit via one of the payment methods mentioned above.

The most update to date OSAP Tuition Fee Extension Form can be found on this area on our [website](#).

Students are also welcome to contact the [Sault College Student Financial Assistance Office](#) for guidance regarding possible financial support options. Call 1-705-759-2554, ext. 2704. Hours of operation are Monday to Friday, 8:30 a.m. to 4:30 p.m.

For Payments Outside of Canada

Sault College offers two quick and easy online options for International students to pay their fees. Pay your fees with **Flywire**, or **CIBC International Student Pay**.

A. Pay Now with Flywire

Sault College has partnered with Flywire to accept payments from International students worldwide. Easily and securely make education payments in your own currency, using local payment methods from the safety and convenience of your home. With real-time tracking and 24x7 multilingual support, millions of students and families around the world trust Flywire for payment processing.

Did you know?

- Flywire is the global market leader for education payments, the Trusted Choice of millions of students, thousands of institutions and hundreds of recruitment agents and partners worldwide.
- Flywire offers convenient payment options from over 240 countries and territories, in more than 130 currencies.
- Flywire supports a variety of local payment methods including bank transfers, credit cards, e-wallets and more.
- Flywire guarantees payment as soon as funds are received in any of our accounts around the world.
- Flywire offers peace of mind by providing real-time payment tracking every step of the way through email, in-app and text alerts.
- Flywire offers 24x7 multilingual support via email, phone or live chat.
- Flywire provides a secure and streamlined refunding process with automatic tracking notifications.
- Flywire's internal controls ensure that funds are secure and protected against fraud.
- Flywire provides a Best Price Guarantee: if you find a better exchange rate at your bank within two hours of booking a local currency bank transfer with Flywire and send us a quote from your bank, we will match it.

B. CIBC International Student Pay

Sault College has partnered with CIBC International Student Pay to offer a secure online portal for International Students to make tuition payments in their your local currency at competitive foreign exchange rates.

Benefits of the International Student Pay Program:

- **Security:** of a Leading Canadian Financial Institution: With CIBC you can trust that your payment will be transferred in a secure and timely manner.
- **Enhanced Student Experience:** Easily make payments in your preferred currency through an intuitive online portal.
- **Access to Preferred Foreign Exchange Rates:** With CIBC International Student Pay you will have access to the competitive foreign exchange rates CIBC is providing to Sault College.
- **Diverse Payment Methods:** The following payment methods are currently available through CIBC's International Student Pay platform: International Bank Wire, ACH Direct Debit for U.S. bank accounts, Visa & MasterCard debit and credit cards, and China UnionPay credit and debit cards.
- **Student Support:** CIBC International Student Pay provides customer service support through a dedicated and responsive team.
- **End-to-End Communication:** CIBC International Student Pay provides payment status updates and reminders to facilitate timely payment to Sault College

Please refer to the [Important Dates](#) - Academic Calendar of Events for more dates and deadlines.

More Information On [Fees And The Refund Policy](#).

Visit our [website](#), to view videos on how to make a payment with either of these two options.

Certificate (8221)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Start Dates: New intakes every week

Students have the option of taking just the courses they need to enter college programs or completing the Grade 12 equivalency certificate for post-secondary, apprenticeship or employment in Ontario.

The Academic and Career Entrance (ACE) certificate is recognized across Ontario as a Grade 12 equivalency certificate for admission to college or apprenticeship programs and is accepted by many employers as meeting their minimum employment standard. To earn the ACE certificate, students must complete:

- ACE Communications
- ACE Core Math
- and two (2) ACE-level course electives

Electives include advanced math, biology, chemistry, physics, computers (MS Office apps), and student success.

Qualified ACE-level students may have an opportunity to try a tuition-free college course while actively participating in the ACE Program.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Applicants must be 18 years of age or older (some exceptions may apply).
- Applicants must be residents of the Algoma District of Ontario.
- Applicants must be fluent in English.
- Applicants must complete assessments to determine eligibility and course placement.
- Applicants must be ready to set goals for their future, commit time and effort to courses and homework, and show progress on a weekly basis.
- Applicants must be able to work independently and ask questions when needed.

Following initial intake and assessment, applicants must complete a training plan and attend registration and orientation prior to starting classes.

Our program runs year-round, and courses are delivered in a self-paced, self-directed classroom or online learning setting with instructors who guide and support students through course content and requirements.

ADMISSION PROCEDURES & SELECTION PROCESS

Once you've completed the initial intake process (via the Academic Upgrading Initial Intake Form or in-person), assessments may be required to determine placement in English and/or math as well as your readiness for learning and could include the following: reading, writing, grammar/punctuation, vocabulary, numeracy, digital technology skills, listening, and/or problem-solving.

Accommodated placement testing can be provided for those who qualify.

Based on placement results, students will enroll in ACE-level and/or pre-ACE courses needed to achieve their goals.

The Academic Upgrading Program participates in the Literacy Services Planning and Coordination process in the Algoma District. As such, applicants who do not meet our minimum placement testing requirements may be referred or redirected to other literacy service providers whose programs may be better suited to meet their needs.

OTHER INFORMATION

Phone: 705-759-2554, ext. 2433

Email: academicupgrading@saultcollege.ca

Facebook: [@academicupgradingsaultcollege.ca](https://www.facebook.com/@academicupgradingsaultcollege.ca)

Office Hours: Monday - Friday 8:30 am to 4:30 pm

Office Location: A0020, Sault College, 443 Northern Ave, Sault Ste Marie

Next Steps - Click on the Apply Button at the top of the page, to complete the Academic Upgrading Initial Intake Form.

PROGRAM OF STUDY

SEMESTER 1

AUO100-

Course Descriptions

Semester 1

(AUO100) (credits)

Academic Upgrading

Section B.2
2025-07-02

Certificate (8220)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Start Dates: New intakes every week

Do you need your grade 12 equivalency for apprenticeship or employment?

Are you missing a course or two required for admission to a college program?

Have you been out of school for a while and need to brush up on some skills in order to succeed in college, apprenticeship, or the workplace?

If so, the tuition-free Academic Upgrading Program may be a perfect choice! We prepare students for college, apprenticeship, and employment in a supporting adult-learning environment. Complete the English, math or science courses you need to meet the admission requirements for your college program of choice, or earn the Academic and Career Entrance (ACE) certificate, which is recognized across Ontario as a Grade 12 equivalency certificate for admission to college or apprenticeship, as well as by many employers as meeting their minimum employment standard. Brush up on keyboarding, digital literacy and computer skills, as well as personal and academic success strategies. Get a taste of college academics by taking one college course tuition-free while enrolled in our program (dual enrollment for qualified ACE students)!

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Applicants must be 19 years of age or older (some exceptions may apply).
- Applicants must be residents of Ontario.
- Applicants must be fluent in English.
- Applicants must complete assessments to determine eligibility and course placement.
- Applicants must be ready to set goals for their future, commit time and effort to courses and homework, and show progress on a weekly basis.
- Applicants must be able to work independently and ask questions when needed.

Following initial intake and assessment, applicants must complete a training plan and attend registration and orientation prior to starting classes.

Our program runs year-round, and courses are delivered in a self-paced, self-directed classroom or online learning setting with instructors who guide and support students through course content and requirements.

For more information, [complete our Initial Intake form online.](#)

Virtual Office Hours: Monday-Friday 8:30 am to 4:30 pm

Office Location: A0020, Sault College, 443 Northern Ave, Sault Ste Marie

Phone: 705-759-2554, ext. 2433

Email: academicupgrading@saultcollege.ca

Facebook: @academicupgradingsaultcollege.ca

ADMISSION PROCEDURES & SELECTION PROCESS

Once you've completed the initial intake process (either online via the form above or in-person), you'll complete any required assessments to determine placement in English and/or math as well as your readiness for learning. We may assess reading, writing, grammar/punctuation, vocabulary, numeracy,

digital technology skills, listening, and/or problem-solving depending on your goals, background, and preferred method of delivery (face-to-face and/or online).

Accommodated placement testing can be provided to those who qualify.

Based on placement results, students will enroll in ACE-level and/or pre-ACE courses.

The Academic Upgrading Program participates in the Literacy Services Planning and Coordination process in the Algoma District. As such, applicants who do not meet our minimum placement testing requirements may be referred or redirected to other literacy service providers whose programs may be better suited to meet their needs.

OTHER INFORMATION

Tuition free; continuous intake (start any time of the year); self-paced, self-directed learning.

Online substitutes for Academic and Career Entrance courses are available.

WHEN ARE COURSES OFFERED?

Our courses are offered Monday-Friday between 9:30-3:30. We have year-round delivery with a one- or two-week break between terms.

WHEN CAN I START?

Courses are self-directed in an online setting, so you can start at any time. Intake and placement testing occur online, so no appointment is needed. (Placement testing in English and math may be required based on your goals.) Once your eligibility is determined via placement tests and/or transcript review, you will complete the registration and orientation process online. Then you can start your classes!

HOW LONG WILL IT TAKE?

This depends on your placement, the time you spend on your studies, and how quickly you learn. Students may take anywhere from a few months to two years to reach their goals. (See course information chart.)

WHAT WILL IT COST?

- The program is TUITION FREE for most Ontario residents
- Learning materials and textbooks are loaned to students and must be returned in good condition
- A tote with a pen, USB stick, lanyard, and ear buds are provided

WHAT IF I'VE BEEN OUT OF SCHOOL FOR YEARS?

We provide a non-threatening start to higher education via refresher courses in math, English, computers, or student success. Our SEL 93: Foundations course prepares you for the rigors of a college education and aids in balancing academics and personal life.

WHAT IF I'M NOT GOOD WITH A COMPUTER?

Our digital literacy assessment allows you to see which skills you need to develop. Take keyboarding or learn to use word processing, spreadsheets, database, and PowerPoint programs. Earn computer skills certificates in a variety of areas (we're a Northstar Digital Literacy assessment and delivery site).

I JUST NEED A COURSE OR TWO TO ENTER COLLEGE. CAN YOU HELP?

Yes! Many of our students take just the coursework they need to enter a college program. (See course equivalency sheet for more information.)

HOW DO I ENTER COLLEGE AS A "MATURE STUDENT"?

To see if your current skills in English and/or math qualify you for direct entrance into a college program, you'll need to write the CAAT test. Save time and money by taking our free placement tests in math or English first to see if you'd be able to pass the CAAT. We offer courses that prepare you for the CAAT, and our students do not pay the CAAT test fee if we refer them to write the CAAT in Student Services.

I HEARD YOU PAY FOR A COLLEGE COURSE? IS THIS TRUE?

Qualified ACE-level students enrolled in Academic Upgrading at Sault College can take a tuition-free, college-level course that counts toward a college certificate or diploma! We will even cover the cost of the textbooks! This is a great opportunity for students to "sample" a college course offering without having to take a full load. Furthermore, by successfully completing a college course required for the student's intended college program, the student will have a reduced course load in one of the semesters of full-time

postsecondary enrolment.

WHAT COURSES DO YOU OFFER?

We offer the following subjects:

- Communications (English)
- Mathematics
- Biology
- Chemistry
- Physics
- Microsoft Office Suite
- Keyboarding
- Digital Literacy
- Student Success

WHAT ARE YOUR COURSES LIKE?

We offer these structures:

- Self-paced, self-directed learning in an online setting
- Self-paced, self-directed learning in a classroom setting
- Traditional classroom setting (for Foundations course) when available
- Computer-based and computer-assisted learning

Program Contact: Academic Upgrading Office, (705) 759-2554 ext 2433, academicupgrading@saultcollege.ca

PROGRAM OF STUDY

PROGRAM OVERVIEW

Start Dates: New intakes every week

Literacy and Basic Skills (LBS)

- Strengthen English, math and computer skills necessary for success in the workplace
- Upgrade or refresh your skills prior to entering a college program
- Prepare for the Academic and Career Entrance (ACE) program

The LBS program provides students with an opportunity to strengthen their English, math and computer skills in order to prepare for employment or enter the ACE (Academic and Career Entrance) grade 12 college equivalent program.

Our program offers daytime classes and online learning options, and we have year-round weekly intakes. LBS courses include math, English, keyboarding, and digital literacy.

Placement in the LBS program is based on assessment results. Students who qualify for enrolment in the LBS program will also work with the coordinator to establish a training plan with academic and career goals.

Faculty members create a supportive classroom learning environment where students are encouraged to learn at their own pace.

For more information, contact the Academic Upgrading office at 705-759-2554, x2433 or academicupgrading@saultcollege.ca.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Applicants must be 19 years of age or older (some exceptions may apply).

Applicants must be residents of Ontario.

Applicants must demonstrate the ability to read and write in English.

Applicants must complete assessments to determine eligibility and course placement. Depending on the applicant's background, goals, and preferred method of delivery (in class or online), we may assess reading, writing, grammar/punctuation, vocabulary, numeracy, digital technology skills, listening, and/or problem-solving. Accommodated placement testing can be provided to those who qualify.

Applicants must be ready to set goals for their future, commit time and effort to courses and homework, and show progress on a weekly basis. Applicants must be able to work independently and ask questions when needed.

Following initial intake and assessment, applicants must complete a training plan and attend registration and orientation prior to starting classes.

The Academic Upgrading Program participates in the Literacy Services Planning and Coordination process in the Algoma District. As such, applicants who do not meet our minimum placement testing requirements may be referred or redirected to other literacy service providers whose programs may be better suited to meet their needs.

Our program runs year-round, and courses are delivered in a self-paced, self-directed classroom or online

learning setting with instructors who guide and support students through course content and requirements.

For more information, [complete our Initial Intake form online](#)

Virtual Office Hours: Monday-Friday 8:30 am to 4:30 pm

Office Location: A0020, Sault College, 443 Northern Ave, Sault Ste Marie

Phone: 705-759-2554, ext. 2433

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Facebook: @academicupgradingsaultcollege.ca

OTHER INFORMATION

Program Contact: Academic Upgrading Office, (705) 759-2554 ext 2433, academicupgrading@saultcollege.ca

PROGRAM OF STUDY

(6550)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Apprentices registered in the Parts Technician trade at Sault College will be working in an online format to complete their basic and advanced training. Parts Technician is a no-restricted certified trade regulated by the Apprenticeship and Certification act.

Parts Technicians manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobbers, plumbing, electrical, etc. Parts Technicians may be responsible for stock handling, warehousing, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling, depending on business areas. Parts Technicians must be knowledgeable in the use of all in-house equipment, including computers, calculators, facsimile (fax) and materials handling equipment, and be able to contribute to the operation of the business. Parts Technicians are employed by wholesale and retail businesses and warehouse distributors that deal with all types of parts. Customer service is key to this trade.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Basic (6550)

PTC600 - 6 Applied Work Practices I

PTC610 - 5 Communications and Customer Support I

PTC620 - 8 Merchandising and Inventory Management I

PTC630 - 11 Component Technology and Technical Skills I

Advanced (6551)

PTC800 - 6 Applied Work Practices II

PTC810 - 5 Communications and Customer Support II

PTC820 - 6 Merchandising and Inventory Management II

PTC830 - 13 Component Technology and Technical Skills II

Course Descriptions

Basic (6550)

Applied Work Practices I (PTC600) (6 credits)

Students will learn about safe work practices and required legislation, basic computer operations, trade calculations/measurements and personal safety restraint systems.

Communications and Customer Support I (PTC610) (5 credits)

Students will gain working knowledge of basic communication techniques, memos, letters and resumes, preparing for job interviews, human relations, customer and interpersonal relations, fundamentals of motivation and leadership.

Merchandising and Inventory Management I (PTC620) (8 credits)

Students will gain working knowledge of parts organization and structure, warehouse storage procedures, shipping and receiving procedures, terminology, catalogue systems and inventory control procedures.

Component Technology and Technical Skills I (PTC630) (11 credits)

Students will learn to identify and understand the operation of engine components, belts, pulleys, lines and fittings, driveline components, exhaust system components, emission control system components, braking system components and steering system components.

Advanced (6551)**Applied Work Practices II (PTC800) (6 credits)**

Students will gain a working knowledge of the safe operation of parts handling equipment, fasteners, hand tools, measuring tools and shop equipment.

Communications and Customer Support II (PTC810) (5 credits)

Students will gain working knowledge of customer's needs, organizational business climate, telephone operating techniques and invoices/business forms for a parts business.

Merchandising and Inventory Management II (PTC820) (6 credits)

Students will learn about product sales procedures, product handling policies and regulations, planning and design of a parts facility, record keeping procedures, and basic accounting systems as they apply to the parts business.

Component Technology and Technical Skills II (PTC830) (13 credits)

Students will learn about suspension system components, diagnostic test equipment, battery fundamentals and testing procedures, electrical and electronic components, electrical, electronic, electromagnetic fundamentals, bearings, seals, and sealants, ozone depleting substances, air-conditioning, heating and ventilation components and body and trim components.

(6320)

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PROGRAM OVERVIEW

Sault Colleges Cook program teaches you everything you need to know to develop a career as a chef.

Cook is a 6,000 hour apprenticeship that has a 12 week basic and 12 week advanced in-school training requirement. Students have the opportunity to learn about classical, contemporary & short-order food preparation through lectures, food demonstrations and lab work. Students will also learn about food theory, nutrition, sanitation, menu planning and kitchen management.

Upon successful completion of your studies you will have the necessary tools to work within fine dining establishments throughout the world.

CAREER PATHS

Graduates of the cook program may find employment as a chef assistant, short-order cook, sous chef, or first cook. Graduates may find employment within restaurants, catering services, resorts, hotels, health care facilities, cruise lines, private clubs and industrial kitchens.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Basic (6320)

KAP200 - 1 Sanitation Safety and Equipment
KAP201 - 1 Nutrition and Wellness
KAP202 - 4 Culinary Math and Computer Apps for the Trade
KAP203 - 6 Culinary Techniques - Basic
KAP204 - 8 Culinary Food Production
KAP205 - 1 Bake Theory
KAP206 - 4 Techniques of Baking - Basic
KAP207 - 5 The Theory of Food

Advanced (6321)

KAP400 - 2 Menu Planning
KAP401 - 5 Gastronomy & Food Sustainability
KAP402 - 5 Culinary Cost Control
KAP403 - 6 Culinary Techniques - Advanced
KAP404 - 8 Contemporary Food Production

KAP405 - 3 Food Composition and Plating Techniques
KAP406 - 4 Baking Techniques Advanced

Course Descriptions

Basic (6320)

Sanitation Safety and Equipment (KAP200) (1 credits)

In this course students will learn about personal hygiene, sanitation code requirements, and sanitary practices in storing, handling and cooking foods. Government health regulations, safety in handling kitchen equipment and tools are also covered. Each student will complete the Algoma Public Health's Safe Food Handler's Certificate Program.

Nutrition and Wellness (KAP201) (1 credits)

Nutrition plays a vital role in menu selection for today's restaurant clientele. In this course, students will gain a foundational understanding of nutrition as applied to dietary concerns, menu selection and client's needs. Students will also acquire knowledge of basic nutrients, food labeling, nutritional principles and analysis and the application of these to recipes and menu development.

Culinary Math and Computer Apps for the Trade (KAP202) (4 credits)

This course will provide students with the essential numeric and computer skills required to perform effectively and efficiently within the trade. Students will apply basic math skills including fractions, decimals and percent and perform calculations pertaining to standard units of measure, unit conversion, portion and recipe costing. Microsoft office will be used in the creation of spreadsheets, recipe portfolios, power point presentations and to perform basic word processing tasks as they relate to the food industry.

Culinary Techniques - Basic (KAP203) (6 credits)

Building a sound foundation in culinary skills is essential when preparing to enter the culinary industry. This course is an introduction to the application and development of fundamental cooking theories and techniques. Students will develop solid rudimentary culinary techniques and practices through viewing a variety of food demonstrations and recreating these within a lab setting. Topics of study include tasting, kitchen equipment, knife skills, classic vegetable cuts, stock production, thickening agents, soup preparation, mother and derivative sauces, and breakfast cookery. This course also introduces students to fundamental concepts and techniques of basic protein, starch and vegetable cookery.

Culinary Food Production (KAP204) (8 credits)

Culinary Food Production will introduce students to multi-course menus with emphasis placed on batch cooking as executed in an la carte-style service. This hands-on culinary lab will teach students to work and communicate effectively in a team setting. Students will have three hours to complete mise en place, create and package current culinary meals. This course provides an excellent opportunity to practice and further develop the culinary skill set. Students will hone critical thinking and problem solving skills by executing individual work plans that exercise proper time management, demonstrate the ability to multi-task and collaborate with classmates for a successful restaurant service.

Bake Theory (KAP205) (1 credits)

This course is designed to provide students with essential knowledge of baking principles. Students will explore ingredients, techniques and procedures used within the baking industry. Topics of study will include measurements and formulas, functions of baking ingredients, yeast doughs, quick breads, pastry

dough and cake varieties.

Techniques of Baking - Basic (KAP206) (4 credits)

This course is designed to provide students with the essential knowledge, skills and techniques of baking and pastry arts. Learning is comprised of hands-on practical baking labs that introduce students to the fundamental ingredients, techniques and procedures used in the bake industry. A series of in-lab baking demonstrations will emphasize the importance of understanding the function of ingredients in a range of basic baked products. With knowledge acquired from these demonstrations, students will produce assorted yeast products, quick breads, cookies, choux paste, puff pastry, sponge based pastries, custards, creams, and a variety of pies, tarts and flans.

The Theory of Food (KAP207) (5 credits)

Having a theoretical knowledge base of professional culinary terminology, food principles and common kitchen practices is essential for every cook. Students will learn to identify different quality food ingredients, explore principles of cooking, recognize a variety of cooking methodologies and examine food flavour pairings. Topic areas to be explored are: kitchen safety and sanitation, stocks, soup, sauces, breakfast, salads, sandwiches, hors d'oeuvres, non-alcoholic beverages, vegetables, potatoes, grains, pasta, legumes, poultry, meat products, fish and shellfish.

Advanced (6321)

Menu Planning (KAP400) (2 credits)

The ability to create well-balanced menus for a variety of occasions that meet the diverse needs of customers, and that are operationally functional and profitable is paramount to the success of any business. This course will highlight the basic principles of developing menus that reflect proper descriptive terminology and comply with truth in menu guidelines. Students will examine factors to consider when planning menus, prepare menus, create standardized recipes and calculate recipe costs and menu pricing.

Gastronomy & Food Sustainability (KAP401) (5 credits)

Food is critical to the culture of society. In this course, students will study the social, historical and cultural connections to how society interacts with food by investigating the impact of lifestyle, commerce and politics in key global regions. Students will learn how agriculture, religion, history and environmental sustainability influence the characteristics of a culture and its food. Today's customers value health and wellness. The food service industry must respond with menu options that highlight nutritious, ethically sourced, sustainable products. Students will develop the knowledge to successfully identify and create menu options that meet the diverse needs of today's society.

Culinary Cost Control (KAP402) (5 credits)

Whether you manage or own a restaurant, operate a catering business or embrace the food truck craze, there are fundamental management skills that apply to all foodservice operations. This essential course introduces students to management principles and the theoretical applications of food, beverage and labour cost controls. Students will examine various aspects used within the industry to evaluate, monitor and maintain appropriate control policies and procedures through the various functioning centres of purchasing, receiving, storing and issuing. Additionally, students will develop standard recipes and requisitions, practice menu engineering, examine break-even analysis and perform yield tests, cost/sale and inventory calculations.

Culinary Techniques - Advanced (KAP403) (6 credits)

Building on Culinary Techniques I and in preparation for successful employment in today's food service

industry, students will broaden their culinary skills at an advanced level focusing upon concepts and techniques of protein, starch and vegetable cookery. Students will observe a series of cooking demonstrations and prepare and execute work plans within the culinary lab that reflect an advanced skill competency.

Contemporary Food Production (KAP404) (8 credits)

Contemporary food production will further develop the skills, techniques and kitchen practices learned within Culinary Food Production. This hands-on culinary lab will expose students to the advanced styles of cooking and cooking techniques found in a variety of cuisines. Students will further develop their ability to organize an assigned station based on preparation methods while focusing on the production of advanced menu items, plate presentations and cooking techniques. Second year students will assist in the supervision of production and food presentation for the supply of food in our program store Gourmet 2 Go.

Food Composition and Plating Techniques (KAP405) (3 credits)

The ability to quickly and accurately assess resources, plan and create contemporary cuisine is a crucial skill. Employees working within the culinary industry typically have the opportunity to develop daily feature menu items. This advanced level course will work off the premise of a black box challenge. Students will work with minimal supervision to showcase their developed culinary skill sets by preparing, plating and presenting modern dishes that demonstrate sound culinary knowledge, judgement and technique.

Baking Techniques Advanced (KAP406) (4 credits)

This course will continue to develop and expand students baking and pastry knowledge and practical techniques through a series of theoretical lessons, demonstrations and laboratory classes. Students will build upon their skills to produce sophisticated finished products and contemporary plating techniques and designs. Students will produce and plate frozen confections, cheesecake, souffle, sabayon, cakes, icings, petit fours, fruit coulis and purees, chocolates and chocolate desserts.

Construction and Maintenance Electrician

Section B.6
2025-07-02

(6520)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program meets the in-school training requirements of the Electrical Construction and Maintenance Apprenticeship program administered by the Ministry of Training, Colleges and Universities.

Students gain theoretical and practical training to complement on-the-job learning.

The training consists of a basic course of eight weeks duration and an intermediate and advanced course of ten weeks.

CAREER PATHS

Electrical sales, electrical estimating, electrical utilities, or residential, commercial and industrial installation, and maintenance.

OTHER INFORMATION

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

Basic (6520)

ELR620 - 8 Electrical Theory - Level 1
ELR621 - 5 Electronics - Level 1
ELR622 - 3 Instrumentation - Level 1
ELR623 - 4 Canadian Electrical Code - Level 1
ELR624 - 6 Installation Methods - Level 1
ELR625 - 4 Prints - Level 1

Intermediate (6521)

ELR720 - 8 Electrical Theory - Level 2
ELR721 - 4 Electronics - Level 2
ELR722 - 4 Instrumentation - Level 2
ELR723 - 4 Canadian Electrical Code - Level 2
ELR724 - 4 Installation Methods - Level 2
ELR725 - 3 Prints - Level 2
ELR726 - 3 Monitoring & Communication Systems

Advanced (6522)

ELR820 - 6 Electrical Theory - Level 3
ELR821 - 6 Electronics - Level 3
ELR822 - 4 Instrumentation - Level 3
ELR823 - 3 Canadian Electrical Code - Level 3
ELR824 - 8 Installation Methods - Level 3
ELR825 - 3 Prints - Level 3

Course Descriptions

Basic (6520)

Electrical Theory - Level 1 (ELR620) (8 credits)

This course introduces the student to basic DC electrical theory. OHM's Law, series, parallel, series/ parallel circuits are studied. Magnetic theory is also covered.

Electronics - Level 1 (ELR621) (5 credits)

This course introduces the student to semiconductors and their applications. Simple digital logic devices and circuits are also covered.

Instrumentation - Level 1 (ELR622) (3 credits)

This course is an introduction to instrumentation symbols and terminology. Temperature and pressure measurement will be studied in detail.

Canadian Electrical Code - Level 1 (ELR623) (4 credits)

This course introduces the student to the Canadian Electrical Code with a focus on the general sections of the code and residential wiring practices.

Installation Methods - Level 1 (ELR624) (6 credits)

This is a hands-on course focusing primarily on residential wiring practices. Installation methods applying to common electrical cables and conduits are also covered.

Prints - Level 1 (ELR625) (4 credits)

This course introduces the student to print reading and interpreting specifications for residential (single-dwelling) construction projects. The student will obtain information from architectural, mechanical and electrical drawings and identify related building and electrical codes.

Intermediate (6521)

Electrical Theory - Level 2 (ELR720) (8 credits)

This course covers magnetism, direct current machines, alternating current circuit theory and single phase transformers.

Electronics - Level 2 (ELR721) (4 credits)

This course introduces the student to rectifier based power supplies, thyristors and field effect transistors. Operational amplifiers and their applications are also covered. Theory is supported by appropriate labs.

Instrumentation - Level 2 (ELR722) (4 credits)

This course will introduce the student to instrumentation theory relating to the measurement of pressure and flow in industrial processes. The theory is supported by appropriate labs.

Canadian Electrical Code - Level 2 (ELR723) (4 credits)

This course primarily covers sections of the Canadian Electrical Code dealing with commercial wiring

practices. It is a continuation of Canadian Electrical Code - Level 1.

Installation Methods - Level 2 (ELR724) (4 credits)

This lab oriented course will cover basic connection and control of alternating current and direct current motors.

Prints - Level 2 (ELR725) (3 credits)

This course covers interpretation of construction drawings and specifications relating to commercial construction projects. It focuses on electrical installation.

Monitoring & Communication Systems (ELR726) (3 credits)

This course introduces the student to monitoring and communication systems, such as fire alarm systems, nurse call systems and paging systems. Related codes and standards are also covered. Theory is supported by appropriate labs.

Advanced (6522)

Electrical Theory - Level 3 (ELR820) (6 credits)

This course covers three phase alternating current circuit theory, poly-phase transformers and alternating current motors and generators.

Electronics - Level 3 (ELR821) (6 credits)

This course introduces the student to solid state motor drives for controlling alternating and direct current motors. Theory is supported by appropriate labs.

Instrumentation - Level 3 (ELR822) (4 credits)

This course will introduce the student to instrumentation theory relating to pneumatic systems. This is followed by control system theory and the principles of proportional, integral and derivative control. The theory is supported by appropriate labs.

Canadian Electrical Code - Level 3 (ELR823) (3 credits)

This course primarily covers sections of the Canadian Electrical Code dealing with industrial wiring practices. It is a continuation of Canadian Electrical Code - Level 2.

Installation Methods - Level 3 (ELR824) (8 credits)

This lab oriented course will cover connection and testing of transformers, wound rotor induction motors, synchronous motors and two speed squirrel cage motors. Installation and programming of programmable logic controllers is also covered.

Prints - Level 3 (ELR825) (3 credits)

This course covers interpretation of construction drawings and specifications relating to industrial construction projects. It focuses on the electrical installation.

Industrial Electrician

Section B.7
2025-07-02

(6540)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program meets the in-school training requirements of the Industrial Electrician Apprenticeship program administered by the Ministry of Training, Colleges and Universities.

Students gain theoretical and practical training to complement on-the-job learning.

The training consists of a basic course of eight weeks duration and an intermediate and advanced course of ten weeks each.

CAREER PATHS

Apprentices in the Industrial Electrician trade plan, assemble, install, repair, and maintain electrical equipment in industrial installations.

OTHER INFORMATION

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

Basic (6540)

ELR620 - 8 Electrical Theory - Level 1
ELR621 - 5 Electronics - Level 1
ELR622 - 3 Instrumentation - Level 1
ELR623 - 4 Canadian Electrical Code - Level 1
ELR624 - 6 Installation Methods - Level 1
ELR625 - 4 Prints - Level 1

Intermediate (6541)

ELR720 - 8 Electrical Theory - Level 2
ELR721 - 4 Electronics - Level 2
ELR722 - 4 Instrumentation - Level 2
ELR723 - 4 Canadian Electrical Code - Level 2
ELR724 - 4 Installation Methods - Level 2
ELR725 - 3 Prints - Level 2
ELR726 - 3 Monitoring & Communication Systems

Advanced (6542)

ELR820 - 6 Electrical Theory - Level 3
ELR821 - 6 Electronics - Level 3
ELR822 - 4 Instrumentation - Level 3
ELR823 - 3 Canadian Electrical Code - Level 3
ELR824 - 8 Installation Methods - Level 3
ELR826 - 3 Fluid Power

Course Descriptions

Basic (6540)

Electrical Theory - Level 1 (ELR620) (8 credits)

This course introduces the student to basic DC electrical theory. OHM's Law, series, parallel, series/ parallel circuits are studied. Magnetic theory is also covered.

Electronics - Level 1 (ELR621) (5 credits)

This course introduces the student to semiconductors and their applications. Simple digital logic devices and circuits are also covered.

Instrumentation - Level 1 (ELR622) (3 credits)

This course is an introduction to instrumentation symbols and terminology. Temperature and pressure measurement will be studied in detail.

Canadian Electrical Code - Level 1 (ELR623) (4 credits)

This course introduces the student to the Canadian Electrical Code with a focus on the general sections of the code and residential wiring practices.

Installation Methods - Level 1 (ELR624) (6 credits)

This is a hands-on course focusing primarily on residential wiring practices. Installation methods applying to common electrical cables and conduits are also covered.

Prints - Level 1 (ELR625) (4 credits)

This course introduces the student to print reading and interpreting specifications for residential (single-dwelling) construction projects. The student will obtain information from architectural, mechanical and electrical drawings and identify related building and electrical codes.

Intermediate (6541)

Electrical Theory - Level 2 (ELR720) (8 credits)

This course covers magnetism, direct current machines, alternating current circuit theory and single phase transformers.

Electronics - Level 2 (ELR721) (4 credits)

This course introduces the student to rectifier based power supplies, thyristors and field effect transistors. Operational amplifiers and their applications are also covered. Theory is supported by appropriate labs.

Instrumentation - Level 2 (ELR722) (4 credits)

This course will introduce the student to instrumentation theory relating to the measurement of pressure and flow in industrial processes. The theory is supported by appropriate labs.

Canadian Electrical Code - Level 2 (ELR723) (4 credits)

This course primarily covers sections of the Canadian Electrical Code dealing with commercial wiring practices. It is a continuation of Canadian Electrical Code - Level 1.

Installation Methods - Level 2 (ELR724) (4 credits)

This lab oriented course will cover basic connection and control of alternating current and direct current motors.

Prints - Level 2 (ELR725) (3 credits)

This course covers interpretation of construction drawings and specifications relating to commercial construction projects. It focuses on electrical installation.

Monitoring & Communication Systems (ELR726) (3 credits)

This course introduces the student to monitoring and communication systems, such as fire alarm systems, nurse call systems and paging systems. Related codes and standards are also covered. Theory is supported by appropriate labs.

Advanced (6542)**Electrical Theory - Level 3 (ELR820) (6 credits)**

This course covers three phase alternating current circuit theory, poly-phase transformers and alternating current motors and generators.

Electronics - Level 3 (ELR821) (6 credits)

This course introduces the student to solid state motor drives for controlling alternating and direct current motors. Theory is supported by appropriate labs.

Instrumentation - Level 3 (ELR822) (4 credits)

This course will introduce the student to instrumentation theory relating to pneumatic systems. This is followed by control system theory and the principles of proportional, integral and derivative control. The theory is supported by appropriate labs.

Canadian Electrical Code - Level 3 (ELR823) (3 credits)

This course primarily covers sections of the Canadian Electrical Code dealing with industrial wiring practices. It is a continuation of Canadian Electrical Code - Level 2.

Installation Methods - Level 3 (ELR824) (8 credits)

This lab oriented course will cover connection and testing of transformers, wound rotor induction motors, synchronous motors and two speed squirrel cage motors. Installation and programming of programmable logic controllers is also covered.

Fluid Power (ELR826) (3 credits)

This course introduces the student to the basic principles of fluid mechanics and hydraulic systems. Data collection by chart recorders and installation of smart transmitters and microprocessor controllers will also be covered. Theory is supported by appropriate labs.

(6230)

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PROGRAM OVERVIEW

The invention of the steam engine in the 1800s began the Industrial Revolution. Virtually every industry was powered by steam. Equipment was installed and maintained by steamfitters.

Today's steamfitters work with all forms of heat energy, from installing piping systems in power generation plants to hot water heating in residences. Virtually all piping systems that move liquids or gases fall into the scope of the steamfitter's work.

The in-school steamfitting theory and practical component of this program cover general piping practices, hot water and steam heating (design and layout), pumps, refrigeration and air conditioning, fire protection systems, irrigation systems, hydraulic piping, medical gas piping, cross connection and backflow prevention and construction safety. All training is delivered in modern shops and classrooms at Sault College.

CAREER PATHS

Graduates can become employed in areas related to the industrial environment, construction sites, residential contracting, industrial maintenance, utilities, and commercial maintenance.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Basic (6230)

MET621 - 3 Welding
STM660 - 3 Workplace Safety, Rigging and Hoisting I
STM662 - 8 Piping and Joining Techniques I
STM664 - 8 Steamfitting Systems I
STM666 - 4 Applied Trade Calculations I
STM668 - 4 Trade Documentation I

Intermediate (6231)

MET721 - 3 Welding
STM760 - 6 Pipe Fabrication II
STM762 - 15 Steamfitting Systems II
STM764 - 3 Applied Trade Calculations II
STM766 - 3 Trade Documentation II

Advanced (6232)

MET822 - 3 Welding
STM860 - 6 Fluid Power Systems III
STM862 - 15 Steamfitting Systems III
STM864 - 6 Trade Documentation III

Course Descriptions

Basic (6230)

Welding (MET621) (3 credits)

This course provides apprentices with a combination of knowledge and practical skill in the operation and safe use of oxy-acetylene flame cutting and fusion welding equipment. Trade specific skills are developed through the preparation and fusion welding of lap, tee and groove weld joints on both flat gage metal and small diameter pipe. Personal and shop safety are stressed throughout the course and are reinforced by means of an independent reading assignment complete with a final theory test.

Workplace Safety, Rigging and Hoisting I (STM660) (3 credits)

This course provides the apprentice with a basic introduction to the Occupational Health and Safety Act and Regulations and the requirements for basic rigging fundamentals.

Piping and Joining Techniques I (STM662) (8 credits)

This course will provide the apprentice with an opportunity to apply theoretical knowledge learned in the classroom to safely construct a piping arrangement using several different piping materials and pipe joining methods.

Steamfitting Systems I (STM664) (8 credits)

Steamfitting Systems I curriculum provides the apprentice with an introduction to various heating systems, hot water boilers, boiler control, pumps, piping material for heating systems and the selection and use of different types of valves.

Applied Trade Calculations I (STM666) (4 credits)

This course will provide the apprentice with skills in basic mathematics, offset calculations, area calculations and percentage, ratio and proportion calculations which will be useful in other courses for Level I Steamfitter.

Trade Documentation I (STM668) (4 credits)

Trade Documentation gives the apprentice an introduction to drafting equipment and drawings which are used to transmit information to trades people.

Intermediate (6231)

Welding (MET721) (3 credits)

This course provides apprentices with a combination of knowledge and practical skills in the operation and safe use of shielded metal arc welding equipment. Trade specific skills are developed through the preparation and welding of lap, tee and groove weld joints on steel plate and pipe in the flat and horizontal position. Safe work practices and weld quality are stressed throughout the course and are reinforced by means of an independent reading assignment complete with a final theory test.

Pipe Fabrication II (STM760) (6 credits)

Pipe Fabrication II requires the apprentice to apply theoretical knowledge in layout of piping necessary for fabrication of fittings required in the construction of a shop project to specific measurements with

accuracy.

Steamfitting Systems II (STM762) (15 credits)

Steamfitting Systems II provides basic knowledge on zone controls, low pressure steam systems, high pressure steam systems, heat transfer equipment and basic electrical fundamentals.

Applied Trade Calculations II (STM764) (3 credits)

This course will provide the apprentice with knowledge required for calculations of volumes, angles, pricing and Boyle's law.

Trade Documentation II (STM766) (3 credits)

This course is designed to help the apprentice with layout of templates for fabricated fittings, an understanding isometric drawing and the importance of sleeve drawings.

Advanced (6232)

Welding (MET822) (3 credits)

This course provides apprentices with a combination of knowledge and practical skills in the operation and safe use of shielded metal arc welding equipment. Trade specific skills are developed through the preparation and welding of lap, tee and groove weld joints on steel plate and pipe in the flat and horizontal position and vertical position. Safe work practices and weld quality are stressed throughout the course and are reinforced by means of an independent reading assignment complete with a final theory test.

Fluid Power Systems III (STM860) (6 credits)

This course will provide the apprentice with basic knowledge and understanding of Hydraulic and Pneumatic systems drawings, components, piping, piping supports, valves, and fluids .

Steamfitting Systems III (STM862) (15 credits)

Steamfitting Systems III will provide the apprentice with basic knowledge in various piping systems which may be installed in buildings such as medical gas, process piping, fire protection piping, Hydronic heating, refrigeration and air conditioning and the use of heat pumps.

Trade Documentation III (STM864) (6 credits)

This course will serve to further enhance the apprentices knowledge of drawing and drawing fundamentals, contract documents, specifications, scheduling and organizational skills.

Commercial Vehicle Common Core - Level I

Section B.9
2025-07-02

(6080)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Students taking either the Heavy Duty Equipment or Truck and Coach Technician Apprenticeship programs will be registered in this common core program 6080 in Level I.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CVC611-5 Trade Practice
CVC612-3 Fluid Power Systems
CVC613-5 Engine Systems
CVC614-6 Electrical Systems
CVC615-3 Fuel Systems
CVC616-4 Drive Train Systems
CVC617-4 Wheel End Assemblies and Brake Systems

PROGRAM OF STUDY NOTES

Note:

This Level I curriculum, program 6080, is common to Heavy Duty Equipment Technician and Truck and Coach Technician Apprenticeship programs.

Course Descriptions

Semester 1

Trade Practice (CVC611) (5 credits)

Upon successful completion the apprentice is able to describe the legal responsibilities of employees and employers relating to safe working practices and protection of the environment; is able to demonstrate the operation of lifting, rigging, blocking and safety equipment; is able to use precision measuring tools; is able to perform fastening device installation and removal procedures; is able to perform maintenance and repair procedures for bearings, seals and sealants; is able to operate heating and cutting equipment - all according to government safety regulations, environmental legislation, and manufacturers' recommendations.

Fluid Power Systems (CVC612) (3 credits)

Upon successful completion the apprentice is able to perform basic calculations of pressure, force and area

using imperial and systme international dunits (s.i.) measurement; is able to interpret basic hydraulic and pneumatic systems; is able to explain the operation of basic hydraulic and pneumatic components; is able to describe the different types of hydraulic fluid and their applications; is able to describe the inspection and testing procedures for hydraulic and pneumatic conductors and fittings; and is able to describe a regularly scheduled maintenance service for hydraulic and pneumatic systems - all according to manufacturers` recommendations and schematics.

Engine Systems (CVC613) (5 credits)

Upon successful completion the apprentice is able to explain the terminology used, and explain and identify the operating principles of engine blocks, cylinder heads, valve train and power train components; and is able to perform engine system maintenance, inspection and service procedures - all according to manufacturers` recommendations

Electrical Systems (CVC614) (6 credits)

Upon successful completion the apprentice is able to describe the principles of electricity following accepted scientific theories and the laws governing electricity; is able to use basic electrical test equipment; is able to trace, test and repair electrical circuits; is able to locate and test circuits and components; is able to diagnose and repair electrical circuits; is able to describe the operation of electromagnetic devices; and is able to service, test and evaluate batteries - all according to manufacturers` recommendations, schematics and specifications.

Fuel Systems (CVC615) (3 credits)

Upon successful completion the apprentice is able to describe the fundamentals of diesel fuel; is able to inspect engine fuel systems; is able to recommend repairs to diesel fuel sub-systems; is able to recommend repairs to injectors - all according to manufacturers` recommendations.

Drive Train Systems (CVC616) (4 credits)

Upon successful completion the apprentice is able to recommend repairs to push-type clutch and flywheel assemblies, drive shafts, power take-off shafts, safety shields, universal joints, and single reduction drive axle assemblies; and is able to explain the fundamentals of gearing used in drive train systems - all according to manufacturers` procedures and recommendations

Wheel End Assemblies and Brake Systems (CVC617) (4 credits)

Upon successful completion the apprentice is able to perform adjustments and repairs to wheel end assemblies; and is able to recommend and perform repairs to hydraulic brake systems - all according to manufacturers` recommendations and statutory criteria.

Brick and Stone Mason

Section B.10
2025-07-02

(6093)

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PROGRAM OVERVIEW

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level 1 (6093)

BRK600 - 5 Tools and Equipment 1
BRK610 - 1 Safety Equipment 1
BRK620 - 3 Safety Code 1
BRK630 - 3 Worksite Preparation
BRK634 - 1 Acclimatize Worksite
BRK636 - 2 Clean and Disassemble Site
BRK640 - 1 Wall System Access 1
BRK650 - 9 Mortar 1
BRK660 - 1 Masonry Unit Prep 1
BRK670 - 1 Job Layout 1
BRK680 - 2 Structural Masonry 1
BRK690 - 1 Non-Structural Masonry 1

Level 2 (6094)

BRK700 - 2 Tools and Equipment 2
BRK710 - 2 Safety Equipment 2
BRK720 - 3 Safety Code 2
BRK731 - 1 Masonry Supports
BRK740 - 1 Wall System Access 2
BRK742 - 1 Grout
BRK750 - 2 Mortar 2
BRK760 - 1 Masonry Unit Prep 2
BRK770 - 4 Job Layout 2
BRK780 - 6 Structural Masonry 2
BRK790 - 6 Non-Structural Masonry 2
BRK795 - 1 Waterproof Below Grade

Level 3 (6095)

BRK800 - 2 Tools and Equipment 3
BRK810 - 2 Safety Equipment 3

BRK820 - 2 Safety Code 3
BRK832 - 1 Temporary Masonry Support
BRK840 - 1 Wall System Access 3
BRK850 - 1 Mortar 3
BRK860 - 1 Masonry Unit Prep 3
BRK870 - 1 Job Layout 3
BRK880 - 5 Structural Masonry 3
BRK890 - 8 Non-Structural Masonry 3
BRK892 - 5 Fireplace and Chimney
BRK896 - 1 Restoration Masonry

Course Descriptions

Level 1 (6093)

Tools and Equipment 1 (BRK600) (5 credits)

Safety Equipment 1 (BRK610) (1 credits)

Safety Code 1 (BRK620) (3 credits)

Worksite Preparation (BRK630) (3 credits)

Acclimatize Worksite (BRK634) (1 credits)

Clean and Disassemble Site (BRK636) (2 credits)

Wall System Access 1 (BRK640) (1 credits)

Mortar 1 (BRK650) (9 credits)

Masonry Unit Prep 1 (BRK660) (1 credits)

Job Layout 1 (BRK670) (1 credits)

Structural Masonry 1 (BRK680) (2 credits)

Non-Structural Masonry 1 (BRK690) (1 credits)

Level 2 (6094)

Tools and Equipment 2 (BRK700) (2 credits)

Safety Equipment 2 (BRK710) (2 credits)

Safety Code 2 (BRK720) (3 credits)

Masonry Supports (BRK731) (1 credits)

Wall System Access 2 (BRK740) (1 credits)

Grout (BRK742) (1 credits)

Mortar 2 (BRK750) (2 credits)

Masonry Unit Prep 2 (BRK760) (1 credits)

Job Layout 2 (BRK770) (4 credits)

Structural Masonry 2 (BRK780) (6 credits)

Non-Structural Masonry 2 (BRK790) (6 credits)

Waterproof Below Grade (BRK795) (1 credits)

Level 3 (6095)

Tools and Equipment 3 (BRK800) (2 credits)

Safety Equipment 3 (BRK810) (2 credits)

Safety Code 3 (BRK820) (2 credits)

Temporary Masonry Support (BRK832) (1 credits)

Wall System Access 3 (BRK840) (1 credits)

Mortar 3 (BRK850) (1 credits)

Masonry Unit Prep 3 (BRK860) (1 credits)

Job Layout 3 (BRK870) (1 credits)

Structural Masonry 3 (BRK880) (5 credits)

Non-Structural Masonry 3 (BRK890) (8 credits)

Fireplace and Chimney (BRK892) (5 credits)

Restoration Masonry (BRK896) (1 credits)

(6170)

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PROGRAM OVERVIEW

Sault College provides the in-school training for this 6,000-hour Ironworker apprenticeship program. Apprentices are scheduled by the Ministry of Training, Colleges and Universities to attend in-school training for three eight-week terms at levels one, two and three.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level 1 (6170)

IRN610 - 1 Protect Self and Others
IRN620 - 6 Welding Level 1
IRN640 - 8 Rigging Level 1
IRN650 - 5 Structural Steel and Platework - Level 1
IRN660 - 5 Applied Trade Calculations
IRN670 - 5 Cranes

Level 2 (6171)

IRN710 - 4 Welding Level 2
IRN720 - 11 Rigging Level 2
IRN730 - 11 Structural Steel and Platework - Level 2
IRN740 - 4 Machinery Moving Level 2

Level 3 (6172)

IRN810 - 11 Ornamental and Miscellaneous Ironwork
IRN820 - 5 Welding Level 3
IRN830 - 1 Structural Steel and Platework - Level 3
IRN840 - 6 Curtain Wall
IRN850 - 2 Machinery Moving Level 3
IRN870 - 5 Automated Materials and Handling Systems

Course Descriptions

Level 1 (6170)

Protect Self and Others (IRN610) (1 credits)

Upon successful completion, the apprentice will be able to describe how to work safely protecting self and others in accordance with government legislation, industry standards, and equipment manufacturers recommendations. The apprentice will be able to explain the Occupational Health and Safety ACT (OHSA) as it applies specifically to the Ironworker trade, understand the purpose and procedures of the Workplace Safety Insurance Board (WSIB), and the role of the Construction Safety Association of Ontario (CSAO). The apprentice will be able to identify and state safe workplace practices, and describe the Workplace Hazardous Materials Information System (WHMIS).

Welding Level 1 (IRN620) (6 credits)

Upon successful completion, the apprentice will be able to perform oxy/fuel heating, cutting, brazing, welding, and shielded metal arc welding (SMAW) in accordance with government safety regulations and the requirements of the specified trade related task.

Rigging Level 1 (IRN640) (8 credits)

Upon successful completion, the apprentice will be able to determine the rigging equipment and procedures required to perform lifts in accordance with government safety regulations, accepted industry standards, and the requirements of assigned traded related projects. This includes using the specified type of fiber rope for rigging and lifting work members, performing reeving procedures for blocks, and determining the required rigging materials and capacities to perform lifts.

Structural Steel and Platework - Level 1 (IRN650) (5 credits)

Upon successful completion, the apprentice will be able to perform structural steel and platework in accordance with government safety regulations, manufacturers recommendations and accepted industry standards. This includes using and maintaining hand tools, power tools and equipment to fabricate, assemble and disassemble structural steel and platework projects, and explaining the drawings and blueprints. The apprentice will also be able to perform the fabrication of members, layout of structural steel members, and basic installation and fastening procedures for structural steel and platework.

Applied Trade Calculations (IRN660) (5 credits)

Apprentices will learn and apply trade related calculations used in the trade to solve trade related programs.

Cranes (IRN670) (5 credits)

Apprentices will learn about the type and configuration of cranes. They will learn and apply principles of operation, pre-lift planning and set-up, operating procedures and erection and dismantlement of cranes.

Level 2 (6171)**Welding Level 2 (IRN710) (4 credits)**

Upon successful completion, the apprentice will be able to perform shielded metal arc welding in accordance with government safety regulations and the requirements of the specified trade related task. This includes explaining blueprints and drawings related to shielded metal arc welding projects, and performing shielded metal arc position welding procedures primarily focusing on horizontal and vertical positional welding and progressing to overhead position welding as experience suits.

Rigging Level 2 (IRN720) (11 credits)

Upon successful completion, the apprentice will be able to determine rigging equipment and procedures required to perform lifts in accordance with government safety regulations, accepted industry standards and the requirements of assigned trade related projects. This includes using the specified type of wire rope for rigging and lifting work members, and the appropriate rigging hardware to perform safe lifts. The apprentice will also be able to perform lifts using specified slings and hoisting equipment.

Structural Steel and Platework - Level 2 (IRN730) (11 credits)

Upon successful completion, the apprentice will be able to perform structural steel and platework in accordance with government safety regulations, manufacturers recommendations and accepted industry standards. This includes performing the layout and fabrication of structural steel and platework members, and explaining the drawings and blueprints. As well, the apprentice will be able to describe the structural steel and platework material erection methods, and perform installation and fastening, and alignment and inspection procedures for structural steel and platework.

Machinery Moving Level 2 (IRN740) (4 credits)

Upon successful completion, the apprentice will be able to move machinery in accordance with government safety regulations, accepted industry standards and the requirement of assigned trade related projects. This includes explaining the drawings and specifications required to move machinery, fabricating the required members for machinery moving operations, describing the appropriate transportations methods to move machinery, and performing the required installation and securing procedures to move machinery.

Level 3 (6172)

Ornamental and Miscellaneous Ironwork (IRN810) (11 credits)

Upon successful completion, the apprentice will be able to perform fabrication and installation of ornamental and miscellaneous ironwork in accordance with government safety regulations, accepted industry standards, and the requirement of assigned trade related projects. This includes explaining the drawing and layouts for project specifications, performing fabrication and layout procedures, describing material erection methods, and installing, securing, aligning and inspecting materials.

Welding Level 3 (IRN820) (5 credits)

Upon successful completion, the apprentice will be able to perform shielded metal arc position welding (SMAW), Gas Metal Arc semi-automatic welding, plasma arc cutting, and arc gouging in accordance with government safety regulations, accepted industry standards and the requirement of assigned trade related projects. This includes explaining blueprints and drawings related to welding projects.

Structural Steel and Platework - Level 3 (IRN830) (1 credits)

Upon successful completion, the apprentice will be able to perform structural steel and platework in accordance with government safety regulations, manufacturers recommendations and accepted industry standards. This includes performing the layout of structural steel members.

Curtain Wall (IRN840) (6 credits)

Upon successful completion, the apprentice will be able to perform fabrication and installation of curtain wall systems in accordance with government safety regulations, accepted industry standards, and the requirements of assigned trade related projects. This includes explaining the drawings and layout for curtain wall specifications, performing the fabrication and layout procedures for curtain wall members, and erecting, aligning, securing and inspecting a curtain wall system.

Machinery Moving Level 3 (IRN850) (2 credits)

Upon successful completion, the apprentice will be able to move machinery in accordance with government safety regulations, accepted industry standards, and the requirements of assigned trade related projects. This includes performing the layout, alignment and inspection of machinery moving operations.

Automated Materials and Handling Systems (IRN870) (5 credits)

Upon successful completion, the apprentice will be able to perform automated materials handling systems and robotics installations in accordance with government safety regulations, accepted industry standards and the requirements of assigned trade related projects. This includes explaining the drawings and specifications, and fabricating, installing, securing, aligning and inspecting automated materials handling systems and robotics installations.

(6345)

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PROGRAM OVERVIEW

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level 1 (6345)

MAC100 - 1 Applied Trade Safety Practices
MAC101 - 5 Applied Trade Calculations, Charts and Tables
MAC102 -
MAC103 - 1 Metallurgy
MAC104 - 3 Metrology
MAC105 - 2 Benchworking
MAC106 - 1 Metal Cutting
MAC107 - 2 Drilling Technology
MAC108 - 4 Turning Techniques
MAC109 - 4 Vertical Milling Techniques
MAC110 - 2 Surface Grinding

Level 2 (6346)

MAC200 - 5 Applied Trade Calculations
MAC201 - 5 Engineering Drawings, CAD Data, Layout Processes
MAC202 - 1 Metallurgy
MAC203 - 1 Metrology- Measuring and Checking
MAC204 - 5 Turning Technology
MAC205 - 5 Milling Technology
MAC206 - 3 Cylindrical Grinding Technology
MAC207 - 5 CNC Turning Technology

Level 3 (6347)

MAC300 - 4 Applied Trade Calculations
MAC301 - 4 Complex Engineering Drawings/CAD Data
MAC302 - 1 Metallurgy
MAC303 - 1 Metrology - Measuring and Checking
MAC304 - 6 Complex Turning Technology
MAC305 - 6 Complex Milling Technology
MAC306 - 2 Complex Grinding Technology

Course Descriptions

Level 1 (6345)

Applied Trade Safety Practices (MAC100) (1 credits)

Applied Trade Safety Practices identifies OSHA and WHMIS regulations pertaining to the Machinist trade. Describe safe procedures and practices when operating and setting up machines and related materials.

Applied Trade Calculations, Charts and Tables (MAC101) (5 credits)

Upon successful completion, the apprentice is able to apply mathematical principles to trade-specific applications.

(MAC102) (credits)

Metallurgy (MAC103) (1 credits)

Metrology (MAC104) (3 credits)

Benchworking (MAC105) (2 credits)

Metal Cutting (MAC106) (1 credits)

Drilling Technology (MAC107) (2 credits)

Turning Techniques (MAC108) (4 credits)

Vertical Milling Techniques (MAC109) (4 credits)

Surface Grinding (MAC110) (2 credits)

Level 2 (6346)

Applied Trade Calculations (MAC200) (5 credits)

Upon successful completion students will be able to solve problems involving the Pythagorean Theorem; solve problems involving right angle trigonometry; describe the sides of a right triangle using trigonometric functions; calculate the values of angles and sides of right angle triangles; solve problems involving circles; and, perform trade-specific calculations.

Engineering Drawings, CAD Data, Layout Processes (MAC201) (5 credits)

Upon successful completion students will be able to describe engineering drawings graphic language and symbols, dimensional terminology, symbols, practices, orthographic projections and auxiliary views; describe dimensioned workpiece tolerances, allowances, and symbols; demonstrate sketching procedures for revolved, removed, partial and broken-out sectional views; describe the features, elements and types of gears, cams, and bearings; and develop an operational plan for machining parts.

Metallurgy (MAC202) (1 credits)

Upon successful completion students will be able to describe elements of non-ferrous metals and the heat-treating and testing of ferrous metal.

Metrology- Measuring and Checking (MAC203) (1 credits)

Upon successful completion students will be able to demonstrate measuring techniques using inspections

and checking gauges, direct/indirect reading linear and measuring equipment, and check surface roughness.

Turning Technology (MAC204) (5 credits)

Upon successful completion the student will be able to use a lathe to: drill and bore holes; turn internal and external recesses and grooves; part-off workpieces; turn internal tapers/angles; cut external and internal screw threads; and turn eccentrics.

Milling Technology (MAC205) (5 credits)

Upon successful completion students will be able to mill horizontal, vertical, and angular flat surfaces; mill forms using form cutters; bore holes; drill and ream holes, and mill geometric shapes using a rotary table on a dividing head.

Cylindrical Grinding Technology (MAC206) (3 credits)

Upon successful completion students will be able to cylindrical grind: external parallels; external tapers; profiles; and plunge grinding.

CNC Turning Technology (MAC207) (5 credits)

Upon successful completion students will be able to describe numerically controlled turning centre procedures and demonstrate procedures for entering and verifying CNC programs.

Level 3 (6347)

Applied Trade Calculations (MAC300) (4 credits)

Upon successful completion students will be able to solve problems involving oblique triangle, law of sines, law of cosines/cotangents, and compound angles.

Complex Engineering Drawings/CAD Data (MAC301) (4 credits)

Upon successful completion the apprentice is able to read and interpret geometric tolerancing and dimensioning on engineering drawings/CAD data.

Metallurgy (MAC302) (1 credits)

Upon successful completion students will be able to describe ferrous heat-treating processes and the characteristics of non-metallic materials.

Metrology - Measuring and Checking (MAC303) (1 credits)

Upon successful completion students will be able to demonstrate inspection and checking techniques using measuring and checking equipment; and, describe measuring and checking techniques using Optical Comparators and Coordinate Measuring Machines (CMM).

Complex Turning Technology (MAC304) (6 credits)

Upon successful completion students will be able to demonstrate turning of internal or external tapers and angles using a taper turning attachment; turning of internal or external tapers and angles using a compound rest; turning of profiles; cutting ACME threads and multiple start threads; and describe sharpening of cutting tools.

Complex Milling Technology (MAC305) (6 credits)

Upon successful completion students will be able to demonstrate milling of complex geometric shapes.

Complex Grinding Technology (MAC306) (2 credits)

Upon successful completion students will be able to perform end mill sharpening and internal grinding.

Machining Centre CNC Technology (MAC307) (6 credits)

Upon successful completion students will be able to describe numerically controlled machining centres techniques and demonstrate procedures for entering and verifying a program to perform linear and

circular machining operations.

(6350)

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PROGRAM OVERVIEW

Sault College Hairstylist Apprenticeship program provides you the opportunity to develop the necessary skills to complete competencies in this creative, exciting and artistic trade. Hairstyling students study and train in our fully-equipped, modern salon under the guidance of experienced, knowledgeable faculty. Students have access to many on-campus services including the special needs office, counselling department, library, gym and fitness centre, health centre, and employment services.

The study of the theoretical knowledge and demonstration of all practical skills in accordance with the Ontario College of Trades standards must be completed at a satisfactory evaluation upon successful completion of both Levels one and two.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Students are required to purchase textbooks and workbooks.

The basic working kit will be provided for use during the 8 week training in each level. Students may bring and use their own tools and equipment if preferred, provided they are CSA approved professional tools.

CAREER PATHS

Graduates of our Hairstyling apprenticeship program have opportunities to employ their craft around the world in a variety of exciting and unusual settings. Salon work is a destination for many graduates. Others may work as platform artists or find career success in television and the performing arts. Still other graduates become colour and perm artists or move into teaching positions.

Upon completion of the advanced portion of the training, apprentices are required to prove their expertise by writing a provincial trades exam. Successful candidates will receive their provincial certificate of qualification.

DRESS CODE

Black uniform with colour, pattern & accents permitted.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level 1 (6350)

HST731 - 1 Ethics, Regulation and Policy
HST732 - 2 Health and Safety
HST733 - 2 Entrepreneurial Skills
HST734 - 1 Professional Development
HST735 - 1 Client Services
HST736 - 2 Preparatory Procedures and Treatments
HST737 - 4 Cut Hair 1
HST738 - 4 Style Hair 1
HST739 - 6 Permanent Wave Hair
HST740 - 7 Colour and Lighten Hair 1

Level 2 (6351)

HST741 - 2 Entrepreneurial Skills 2
HST742 - 2 Preparatory Procedures and Treatments 2
HST743 - 5 Cut Hair 2
HST744 - 5 Style Hair 2
HST745 - 6 Chemically Relax Hair
HST746 - 7 Colour and Lighten Hair 2
HST747 - 3 Hair Additions

Course Descriptions

Level 1 (6350)

Ethics, Regulation and Policy (HST731) (1 credits)

This course will provide apprentices the ability to complete all work in adherence with the guidelines of professional ethics, government regulations and workplace standards. The knowledge to successfully comprehend policies and their procedures following employer and manufacturers specifications.

Health and Safety (HST732) (2 credits)

Upon successful completion, the apprentice is able to facilitate the provision of healthy and safe working environments and perform sanitization procedures in accordance with related health regulations and legislation.

Entrepreneurial Skills (HST733) (2 credits)

Successful completion of this course will provide apprentices the ability to demonstrate the entrepreneurial skills used in relation to the operation and administration of a hairstyling salon business.

Professional Development (HST734) (1 credits)

Upon successful completion the apprentice will demonstrate the ability to adapt to various and changing technologies, applications and procedures in the hair styling industry, develop and present a plan outlining future professional development.

Client Services (HST735) (1 credits)

This course will enable the apprentice to communicate effectively with clients and co-workers. Customer service strategies will develop the skills to meet individual needs and a loyal client base.

Preparatory Procedures and Treatments (HST736) (2 credits)

Upon successful completion the apprentice is able to select and administer preparatory procedures and or treatments to hair and scalp to meet the needs of clients. The preparation for client services will be practiced on individuals based on consultation, evaluation and client needs.

Cut Hair 1 (HST737) (4 credits)

Upon the successful completion of this course the apprentice is able to identify, select and use a variety of cutting tools and demonstrate the procedural steps to complete a hair cutting service meeting client needs and expectations.

Style Hair 1 (HST738) (4 credits)

This course will include the relationship of tools to hair based on the characteristics and predetermined outcome. Hand dexterity practises such as waving and moulding along with pin curls and thermal tools will be used to develop proficient manipulation and comfort while working. This course will enable the apprentice to successfully select and apply both standard and specialized techniques to effectively style wet and dry hair.

Permanent Wave Hair (HST739) (6 credits)

Upon successful completion the apprentice will be able to perform a permanent wave using current and relevant methods and products according to hair type and style.

Colour and Lighten Hair 1 (HST740) (7 credits)

Upon successful completion, the apprentice will have the ability to perform a color, lightening or lowlighting service using various methods of application and products.

Level 2 (6351)

Entrepreneurial Skills 2 (HST741) (2 credits)

This course upon successful completion will enable the apprentice to apply entrepreneurial skills to the operation and administration of a salon business. Ethical practices, day sheets including client bookings, employee scheduling and the creation of sales forecasting will be a large part of the course focus.

Preparatory Procedures and Treatments 2 (HST742) (2 credits)

Upon successful completion the apprentice is able to demonstrate the skills to select and administer preparatory procedures and/or treatments to the hair and scalp, specific to client assessment and needs. Product knowledge and understanding of its chemical content and benefits will be presented and researched to enable the apprentice to select and use products based on clients assessed needs.

Cut Hair 2 (HST743) (5 credits)

Upon successful completion, the apprentice is able to identify, select and use a variety of tools to cut hair according to the needs and expectations of the clients.

Style Hair 2 (HST744) (5 credits)

Upon successful completion the apprentice will demonstrate the ability to select and use standard and specialized tools to effectively style wet and dry hair.

Chemically Relax Hair (HST745) (6 credits)

Upon successful completion, the apprentice is able to chemically relax hair by selecting and applying relevant knowledge of, and skills with, chemical products and techniques in order to meet the needs and expectation of the client.

Colour and Lighten Hair 2 (HST746) (7 credits)

Upon successful completion, the apprentice is able to colour, lighten, tone, highlight and lowlight hair, and/or remove pigment to the level of colour desired.

Hair Additions (HST747) (3 credits)

Upon successful completion the apprentice is able to compare and contrast fibre types, application procedures, specialized tools and maintenance procedures when working with hair additions.

(6240)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Plumbing may be defined as a network of piping for the purpose of supplying potable water and the discharge of sanitary wastes.

The history of plumbing is an interesting one in which prehistoric man of a hundred thousand years ago left indications of sanitation and plumbing skills. Crude as these devices were, they offered proof that even these primitive people realized the consequences of poor plumbing. The plumber was called plumbarius, taken from the Latin word plumbum, meaning lead. Although design has not changed through the years, the materials have changed to copper and plastic, as opposed to galvanized and lead.

Sault College is the only college north of Toronto involved with in-school training for this five-year apprenticeship program. Students are scheduled for eight-week sections of training which consist of basic, intermediate, and advanced levels which are delivered in our modern shops and classrooms. The in-school theory is based on typical design and installation in residential, commercial, and industrial buildings and is regulated by Part 7 (Plumbing) of the Ontario Building Code.

CAREER PATHS

Apprentices in the plumbing trade may be employed by mechanical contractors in residential, commercial, or institutional environments.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level I (6240)

MET621 - 3 Welding
PLM660 - 12 Plumbing Systems - Level
PLM661 - 6 Tools and Piping Methods
PLM662 - 3 Trade Calculations - Level I
PLM663 - 3 Trade Documentation - Level I
PLM664 - 3 Workplace Safety, Rigging and Hoisting

Level II (6241)

MET723 - 3 Welding Level 2
PLM760 - 15 Plumbing Systems - Level II
PLM761 - 6 DWV Piping Systems

PLM762 - 3 Trade Calculations - Level II
PLM763 - 3 Trade Documentation - Level II

Level III (6242)

PLM860 - 18 Plumbing Systems - Level III
PLM861 - 6 Process Piping Systems
PLM863 - 6 Trade Documentation - Level III

Course Descriptions

Level I (6240)

Welding (MET621) (3 credits)

This course provides apprentices with a combination of knowledge and practical skill in the operation and safe use of oxy-acetylene flame cutting and fusion welding equipment. Trade specific skills are developed through the preparation and fusion welding of lap, tee and groove weld joints on both flat gage metal and small diameter pipe. Personal and shop safety are stressed throughout the course and are reinforced by means of an independent reading assignment complete with a final theory test.

Plumbing Systems - Level (PLM660) (12 credits)

In this course students will gain basic knowledge about pipe and fitting materials including pipe supports and hangars. Students will also learn about drainage systems, waste pipe systems and venting systems as well as code regulations.

Tools and Piping Methods (PLM661) (6 credits)

The students will have the opportunity to practice safe handling and proper use of hand and power tools. They will practice performing various tasks in the grade including steel, cast iron and copper pipe joining.

Trade Calculations - Level I (PLM662) (3 credits)

The student will learn basic math calculations including conversions of SI to Imperial and US values, linear measurements, calculation of various offsets and square roots used in the trade.

Trade Documentation - Level I (PLM663) (3 credits)

This course provides the basic knowledge required for students to identify, interpret and draw piping systems using various drafting tools.

Workplace Safety, Rigging and Hoisting (PLM664) (3 credits)

This course will provide the students with information and knowledge about workplace safety including codes, acts and regulations. Students will also learn safe rigging and hoisting procedures.

Level II (6241)

Welding Level 2 (MET723) (3 credits)

Upon successful completion the apprentice is able to demonstrate the ability to recognize, identify, and explain arc welding theory, terms, equipment, procedures, and safety precautions.

Plumbing Systems - Level II (PLM760) (15 credits)

This course provides the student with a working knowledge of water distribution systems, plumbing fixtures, equipment and code requirements in drainage, venting and waste pipe systems, pipe and fitting materials, pipe supports and hangars.

DWV Piping Systems (PLM761) (6 credits)

The student will have the opportunity to design, conduct and test various drain, waste, vent and storm roughing and fixture installations. They will practice performing various services, maintenance and repairs in a lab environment.

Trade Calculations - Level II (PLM762) (3 credits)

This course provides the students with the basic knowledge to perform calculations pertaining to the piping industry. Students will learn about area, surface area, volume calculations as well as percentages and ratios.

Trade Documentation - Level II (PLM763) (3 credits)

This course provides the knowledge required for the student to read and interpret documents and drawings required for plumbing in the construction industry, draw piping systems using the appropriate drafting tools. Students will demonstrate effective interpersonal relations, receive and react to instructions, as well as write job related documents.

Level III (6242)**Plumbing Systems - Level III (PLM860) (18 credits)**

This course provides the students with information and knowledge in waste pipe and water distribution systems, codes, storm and drainage systems, as well as sewage disposal systems. In addition, students will learn about hydronic heating systems, natural gas, medical gas, and industrial process piping systems.

Process Piping Systems (PLM861) (6 credits)

The students will perform various process piping systems service, maintenance and repairs in a lab environment.

Trade Documentation - Level III (PLM863) (6 credits)

This course provides the student with the knowledge required to identify, read and interpret plumbing and hydronic piping drawings as well as job specs for the ICI sector. Students will also learn to produce various plumbing drawings. Other topics covered in this course include bids and contracts and simple compound interest.

Automotive Service Technician

Section B.15
2025-07-02

(6067)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Apprentices registered in the Automotive Service Technician Apprenticeship are scheduled for three eight-week sections of in-school training which is scheduled through the Ministry of Training, Colleges & Universities.

There are three levels of training in the Automotive Service Technician trade. Objectives of all three levels of curriculum are to provide more comprehensive learning experiences for the speciality trade of automotive service technician in terms of:

- Sound theoretical training to meet the challenges presented by the increasingly more complex designs and testing techniques.
- Acquisition of fundamental and specific skills of the trade through the training of practical applications.
- Strengthening the apprentices' high standards of craftsmanship, problem-solving skills and personal pride in their respective trades.
- Strengthening desirable work attitudes and a keen sense of responsibility, particularly in regard to public and personal safety.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

Level I (6067)

AST611 - 4 Work Practices
AST612 - 4 Engine Systems
AST613 - 12 Electrical/Electronic and Emissions Systems
AST614 - 5 Drive Train Systems
AST615 - 5 Suspension/Steering and Brake Systems

Level II (6068)

AST711 - 4 Air Conditioning Systems
AST712 - 4 Engine Systems
AST713 - 12 Electrical/Electronic and Emissions Systems
AST714 - 5 Drive Train Systems
AST715 - 5 Suspension/Steering and Brake Systems

Level III (6069)

AST811 - 4 Work Practices
AST812 - 4 Engine Systems
AST813 - 12 Electrical/Electronic and Emissions Systems
AST814 - 5 Drive Train Systems
AST815 - 5 Suspension/Steering and Brake Systems

Course Descriptions

Level I (6067)

Work Practices (AST611) (4 credits)

Upon successful completion the apprentice will have the ability to identify fastener characteristics, select proper applications, and install and remove fasteners; the ability to define the purpose, construction, application, inspect, diagnose, remove and install bearings, seals and sealants; the ability to perform precision measurements and to maintain, calibrate and properly store precision measuring instruments; the ability to describe the function, construction, applications of oxy-acetylene equipment, and to demonstrate the safe use when performing heating and cutting operations; the ability to perform safe vehicle hoisting and lifting; and the ability to perform necessary trade related computer functions and access trade and service information using a PC and the Internet - all according to accepted trade practices, approved industry standards, and manufacturers' recommendations and guidelines.

Engine Systems (AST612) (4 credits)

Upon successful completion the apprentice will have the ability to explain the operating characteristics of internal combustion engines and perform engine disassembly/reassembly; the ability to explain the construction and operating principles of cylinder block assembly components; the ability to perform recommended inspection/testing of cylinder block and components, and explain recommended rebuilding procedures; and the ability to explain the operation of crankshafts and bearings, and perform recommended inspection/measuring procedures - all according to accepted industry standards, and manufacturers' standards and design.

Electrical/Electronic and Emissions Systems (AST613) (12 credits)

Upon successful completion the apprentice will have the ability to explain the terminology and principles of operation of electricity; the ability to select, measure and use various types of electrical test equipment; the ability to explain the purpose of construction, principles of operation, and perform inspection and testing of batteries; the ability to perform circuit calculations to verify Ohms and Watts Laws; the ability to demonstrate knowledge of wiring schematics, component identification and ability to trace electrical circuits; the ability to describe the purpose, construction and principles of operations of circuit protection devices and perform circuit repairs, electromagnetic devices, electronic devices, fuel system components, intake and exhaust systems including inspection/testing; the ability to explain the basic operation of emission control systems; and the ability to explain the purpose, operation and safety working practices associated with hybrid vehicles - all according to sound scientific principles, accepted trade standards, and manufacturers' standards, instructions and recommendations.

Drive Train Systems (AST614) (5 credits)

Upon successful completion the apprentice will have the ability to visually inspect, diagnose, troubleshoot and perform repairs on clutch systems and components; the ability to explain basic gear theory and operation; the ability to describe the operation of manual transmissions/transaxles; and the ability to perform visual inspection, test, diagnose and repair manual transmission/transaxle - all according to manufacturers' standards and recommendations.

Suspension/Steering and Brake Systems (AST615) (5 credits)

Upon successful completion the apprentice will have the ability to explain the fundamental theories, characteristics and applications relative to suspension systems; the ability to identify and explain types,

and the construction of frames, steering and suspension components; the ability to explain the operation of suspension and steering systems and components; the ability to inspect and test suspension and steering systems and components; the ability to explain, test, repair and service tires and wheels; and the ability to explain, identify, inspect and service brake systems and components - all according to principles of physics, and manufacturers' standards and recommendations.

Level II (6068)

Air Conditioning Systems (AST711) (4 credits)

Upon successful completion the apprentice will have the ability to explain the functions and perform inspection, testing and diagnose heating and ventilation system; the ability to explain the functions and perform inspection, testing and diagnose air conditioning system; and be aware of provincial statutes and regulations pertaining to the automotive repair industry as required by law - all according to manufacturers' recommendations.

Engine Systems (AST712) (4 credits)

Upon successful completion the apprentice will have the ability to explain the operating characteristics, perform inspection and service of camshafts and valve train; the ability to explain the service procedures, perform inspection, measurement and replacement procedures of engine cylinder heads and related components; and the ability to explain the operation, perform inspection, diagnosis and replacement procedures of turbochargers, superchargers and related components - all according to manufacturers' standards.

Electrical/Electronic and Emissions Systems (AST713) (12 credits)

Upon successful completion the apprentice will have the ability to explain the characteristics of various circuit types and perform circuit calculations using a selection of meters; the ability to explain the purpose, principles of operation and usage of diagnostic test equipment; the ability to explain the purpose, construction and operating principles of cranking systems; the ability to explain cranking system operations and perform diagnosis; the ability to explain the construction, principles of operation, inspection and testing of electronic devices, ignition systems, charging systems, electronic-controlled gasoline fuel injection systems, and emission control systems - all according to manufacturers' standards and recommendations, and accepted trade practices.

Drive Train Systems (AST714) (5 credits)

Upon successful completion the apprentice will have the ability to perform visual inspection, diagnose, troubleshoot and repair front wheel drive axle assemblies, rear wheel drive drivelines, final drive assemblies, automatic transmission torque converters, and automatic transmission/transaxles; and the ability to describe the operation of automatic transmissions/transaxles - all according to manufacturers' standards.

Suspension/Steering and Brake Systems (AST715) (5 credits)

Upon successful completion the apprentice will have the ability to inspect, test and service suspension and steering systems; the ability to identify and explain the construction and operation of steering gear systems including inspection and testing procedures; the ability to define, explain and calculate wheel alignment angle adjustments; the ability to operate wheel alignment equipment; and the ability to inspect, diagnose disc and drum brake systems - all according to manufacturers' recommendations.

Level III (6069)

Work Practices (AST811) (4 credits)

Upon successful completion the apprentice will have the ability to explain the operating principles, perform inspection, test and diagnose climate control systems; and the ability to explain the purpose and construction of body trim and glass components and perform necessary repairs - all according to manufacturers' standards and recommendations.

Engine Systems (AST812) (4 credits)

Upon successful completion the apprentice will have the ability to explain the operating principles of cooling systems, belt pulley systems, and lubrication systems, and perform maintenance, diagnose and service on these systems; the ability to explain and perform the recommended engine diagnostic and testing procedures; and the ability to explain recommended engine replacement and start-up procedures - all according to manufacturers' recommendations and trade practices.

Electrical/Electronic and Emissions Systems (AST813) (12 credits)

Upon successful completion the apprentice will have the ability to explain the principles of operations of vehicle on board computers; the ability to explain the fundamentals, construction, principles of operation, inspection, and testing procedures of supplemental restraint systems, distributorless ignition systems, computer-controlled charging systems, gasoline fuel injection systems, and diesel fuel systems; the ability to explain the principles of operation, inspection and testing procedures of electrical accessories, and emission control systems to On Board Diagnostics II (ODB II) standards; and the ability to explain the principles of operation and diagnosis of fuel, electrical drive and regenerative braking systems associated with hybrid vehicles - all according to manufacturers' standards.

Drive Train Systems (AST814) (5 credits)

Upon successful completion the apprentice will have the ability to explain the detailed operation of automatic transmissions/transaxles; the ability to perform visual inspection, diagnosis, troubleshoot and repair automatic transmissions/transaxles, hydraulic systems, electronic controls, and 4-wheel drive and all-wheel drive systems; and the ability to identify and define the basic operation of Hybrid/Alternate Drive Trains - all according to manufacturers' standards and recommendations.

Suspension/Steering and Brake Systems (AST815) (5 credits)

Upon successful completion the apprentice will have the ability describe and explain the construction and operation of power assisted brakes including inspection, testing and diagnostic procedures; the ability to inspect, test and diagnose anti lock, stability and traction controls systems including performing bleeding of the hydraulic system; the ability to explain the operation and components of electronic braking systems, tire pressure monitoring systems, and tire electronic suspension systems; the ability to perform pre-alignment inspections and a wheel alignment; and the ability to identify and explain vehicle handling problems - all according with manufacturers' standards and recommendations.

Truck and Coach Technician

Section B.16
2025-07-02

(6081)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Apprentices registered in the Truck and Coach Technician trade are scheduled for three eight-week sections of in-school training which is scheduled through the Ministry of Training, Colleges & Universities.

The basic level is Program #6080 - Commercial Vehicle & Equipment Common Core (CVAE Level One) curriculum which has been developed in keeping with the prescribed Ministry of Training, Colleges & Universities Apprenticeship Training Standards and is common to the four trades of Heavy Duty Equipment Technician, Truck and Coach Technician, Power Lift Truck Technician and Farm Equipment Mechanic.

The next two levels are Level Two and Level Three of the Truck and Coach Technician trade. Objectives of all three levels of curriculum are to provide more comprehensive learning experiences for the speciality trade of Truck and Coach Technician in terms of:

- Sound theoretical training to meet the challenges presented by the increasingly more complex designs and testing techniques.
- Acquisition of fundamental and specific skills of the trade through the training of practical applications.
- Strengthening the apprentices' high standards of craftsmanship, problem-solving skills and personal pride of their respective trades.
- Strengthening desirable work attitudes and a keen sense of responsibility, particularly in regard to public and personal safety.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

Level II (6081)

TCT711 - 4 Trade Practices and Auxiliary Systems
TCT712 - 5 Engine Systems
TCT713 - 5 Electrical Systems
TCT714 - 3 Fuel Systems
TCT715 - 2 Vehicle Management Electronics and Emissions Systems
TCT716 - 5 Drive Train
TCT717 - 6 Steering, Suspension and Brake Systems

Level III (6082)

TCT811 - 3 Trade Practices and Auxiliary Systems
TCT812 - 5 Engine Systems

TCT813 - 4 Electrical Systems
TCT814 - 3 Fuel Systems
TCT815 - 4 Vehicle Electronics Management and Emissions Systems
TCT816 - 5 Drive Train
TCT817 - 6 Steering, Suspension and Brake Systems

PROGRAM OF STUDY NOTES

Note:

To view Level I courses, please see the courses displayed under the Commerical Vehicle Common Core Program - Program #6080.

Course Descriptions

Level II (6081)

Trade Practices and Auxiliary Systems (TCT711) (4 credits)

Upon successful completion the apprentice is able to perform down-hand welding repairs and installations on vehicle chassis components, and identify the characteristics of sound welds using electric arc and MIG welding process; is able to use manufacturers service literature, personal computers and networks to locate service and parts information, and understand networking protocols of OEM Intranet data hubs; is able to repair vehicle cab components and fixtures to the manufacturers and statutory standards; and is able to describe the different types of truck and coach rig configuration used in highway applications, and access information to determine legal vehicles by weight, height and length.

Engine Systems (TCT712) (5 credits)

Upon successful completion the apprentice is able to understand the principle of operation, diagnose and repair diesel engine cylinder heads, valve trains, and gasoline engines.

Electrical Systems (TCT713) (5 credits)

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair heavy-duty batteries, truck and heavy duty cranking circuits, and truck and coach auxiliary electrical components; is able to understand the principles of Electrical circuit schematics and use them to diagnose and repair truck and coach electrical systems; and is able to understand the fundamental of electronics and diagnose malfunctions in electronically managed circuits and components.

Fuel Systems (TCT714) (3 credits)

Upon successful completion the apprentice is able to understand the principles of high pressure diesel fuel injection; is able to understand the principle of operation, diagnose and repair Electronic Unit Injector (EUI) diesel fuel systems, and gasoline and alternate fuel injection systems; and is able to understand the principles of diesel engine governing.

Vehicle Management Electronics and Emissions Systems (TCT715) (2 credits)

Upon successful completion the apprentice is able to use generic and proprietary ESTs and PCs to read, troubleshoot and reprogram vehicle electronic systems; is able to understand the basics of a vehicle computer control system and how it functions to process information and produce outcomes; and is able to understand the principles of operation, diagnose and repair electronic input circuit components.

Drive Train (TCT716) (5 credits)

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair pull-type clutches and flywheel assemblies, countershaft manual transmission and auxiliary sections, multiple speed and double reduction drive axle assemblies, power divided tandem drive assemblies, and electronically automated standard transmissions.

Steering, Suspension and Brake Systems (TCT717) (6 credits)

Upon successful completion the apprentice is able to understand the principles of operation of truck and coach air brake systems; is able to diagnose and repair truck and coach air brake systems, and suspension systems; is able to understand the principles of operation, diagnose and repair heavy duty hydraulic and air-over-hydraulic brakes, wheel end assemblies, and truck and coach mechanical suspensions; and is able to understand the operating principles of truck and coach tire and wheel assemblies, and air suspension systems.

Level III (6082)**Trade Practices and Auxiliary Systems (TCT811) (3 credits)**

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair truck and coach heating, ventilation and air conditioning systems to manufacturers and environmental safety standards; and is able to describe the legal responsibilities of employers and employees for safety, environment and equipment practices according to Government Safety and Environmental Legislation.

Engine Systems (TCT812) (5 credits)

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair heavy duty, diesel engine intake systems, exhaust systems, turbochargers, heavy duty cooling systems, and diesel engine brakes and retarders; is able to describe the operating principles of heavy duty lubricating systems and oils, and repair typical lubricating circuit problems; is able to understand the principles of failure analysis and implement them on failed diesel engine components; is able to understand the principles and practices of sequential troubleshooting strategies and symptom based diagnostic routines on heavy duty diesel engines; and is able to describe how to break-in a new or rebuilt diesel engine and interpret dynamometer test results on diesel engines.

Electrical Systems (TCT813) (4 credits)

Upon successful completion the apprentice is able to understand the principle of operation, diagnose and repair heavy duty charging circuits, and heavy duty ignitions systems and components; and is able to disassemble, repair, reassemble and diagnose heavy duty electrical components.

Fuel Systems (TCT814) (3 credits)

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair hydraulically actuated, electronic unit injector systems; electronic unit pump diesel fuel systems, time-pressure (TP), electronic common rail systems, and electronically controlled, common rail accumulator, high pressure injection pumps.

Vehicle Electronics Management and Emissions Systems (TCT815) (4 credits)

Upon successful completion the apprentice is able to understand the difference between customer and proprietary data programming and outline the procedure required to perform vehicle computer programming; is able to understand the basics of vehicle electronic system multiplexing and describe how digital communications can reduce the complexity of control circuits; is able to understand the principles of operation, diagnose and repair emission control devices and systems on trucks and coaches; is able to understand the operating principles and perform repairs on hybrid drive (diesel/electric) systems and their control mechanisms; and is able to describe the operating principles of typical collision avoidance systems, identify the system hardware and access stored data in the system.

Drive Train (TCT816) (5 credits)

Upon successful completion the apprentice is able to understand the principles of operation, diagnose and repair truck and coach torque converter units, automatic transmissions and vehicle retarders to manufacturers standards, and electronically controlled automatic transmissions, transfer case drop box and power take-off assemblies.

Steering, Suspension and Brake Systems (TCT817) (6 credits)

Upon successful completion the apprentice is able to interpret pneumatic schematic symbols and circuits, and use schematics to troubleshoot typical vehicle problems; is able to understand the principles of operation, diagnose and repair ABS, ATC and RDS systems to manufacturers and statutory standards; is able to perform air brake troubleshooting using service literature, air brake schematics and test instruments; is able to understand the principles of operation, diagnose and repair of ABS and ATC systems, mechanical steering gears, truck, coach, bus and trailer frames and bodies, truck and coach coupling systems, and hydraulic vehicle alignment components.

Heavy Duty Equipment Technician

Section B.17
2025-07-02

(6085)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Apprentices registered in the Heavy Duty Equipment Technician trade are scheduled for three eight-week sections of in-school training which is scheduled through the Ministry of Training, Colleges & Universities.

The basic level is Program #6080 - Commercial Vehicle & Equipment Common Core (CVAE Level One) curriculum which has been developed in keeping with the prescribed Ministry of Training, Colleges & Universities Apprenticeship Training Standards and is common to the four trades of Heavy Duty Equipment Technician, Truck and Coach Technician, Power Lift Truck Technician and Farm Equipment Mechanic.

The next two levels are Level Two and Level Three of the Heavy Duty Equipment Technician trade. Objectives of all three levels of curriculum are to provide more comprehensive learning experiences for the speciality trade of Heavy Duty Equipment Technician in terms of:

- Sound theoretical training to meet the challenges presented by the increasingly more complex designs and testing techniques.
- Acquisition of fundamental and specific skills of the trade through the training of practical applications.
- Strengthening the apprentices' high standards of craftsmanship, problem-solving skills and personal pride of their respective trades.
- Strengthening desirable work attitudes and a keen sense of responsibility, particularly in regard to public and personal safety.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

Level II (6085)

HET711 - 3 Trade Practice
HET712 - 7 Fluid Power Systems
HET713 - 4 Engine Systems
HET714 - 5 Electrical/Electronic Systems
HET715 - 4 Fuel Systems
HET716 - 4 Drive Train Systems
HET717 - 3 Steering, Tires and Brake Systems

Level III (6086)

HET811 - 3 Trade Practices
HET812 - 6 Fluid Power Systems
HET813 - 3 Engine Systems

HET814 - 5 Electrical/Electronic Systems
HET815 - 5 Fuel Systems
HET816 - 4 Drive Train Systems
HET817 - 4 Brake, Track and Suspension Systems

PROGRAM OF STUDY NOTES

Note:

To view Level I courses, please see the courses displayed under the Commerical Vehicle Common Core Program #6080.

Course Descriptions

Level II (6085)

Trade Practice (HET711) (3 credits)

Upon successful completion the apprentice is able to perform heating, cutting, fusion welding and brazing activities; is able to describe air conditioning system testing and repair procedures; is able to describe the operation, testing and repair procedures of automatic climate control systems (HVAC); and is able to identify unsafe/faulty operator protection devices; - all following manufacturers` recommendations, government regulations and safe work practices.

Fluid Power Systems (HET712) (7 credits)

Upon successful completion the apprentice is able to interpret schematics and perform pressure force and area calculations related to hydraulics; is able to describe the service procedures of hydraulic fluids, reservoirs and conditioners; is able to replace hydraulic lines and fittings; is able to recommend repairs of hydraulic control valves; is able to recommend repairs of hydraulic pumps - all following manufacturers` recommendations.

Engine Systems (HET713) (4 credits)

Upon successful completion the apprentice is able to describe testing procedures for combustion chamber condition; is able to describe the testing and servicing procedures for cylinder heads, valve trains and related components, cooling systems components and coolants, lubricating systems components and lubricants, and air induction and exhaust systems - all following manufacturers` recommendations and safe work practices.

Electrical/Electronic Systems (HET714) (5 credits)

Upon successful completion the apprentice is able to describe the principles of electricity following accepted scientific principles; is able to trace current flow through circuits with the use of an electrical schematic; is able to recommend repair of cranking systems; and is able to test basic electronic components - all following manufacturers` recommendations.

Fuel Systems (HET715) (4 credits)

Upon successful completion the apprentice is able to describe the testing procedures for mechanical governor systems, diesel in-line fuel injection pump system service procedures, timing procedures for distributor pump systems, and diesel unit injection system repair procedures; and is able to identify injector replacement procedures - all following manufacturers` recommendations and government policies.

Drive Train Systems (HET716) (4 credits)

Upon successful completion the apprentice is able to describe the repair procedures for drive train

systems, and testing and repair procedures for power shift transmissions - all following manufacturers' recommendations and safe work practices.

Steering, Tires and Brake Systems (HET717) (3 credits)

Upon successful completion the apprentice is able to recommend testing and servicing for steering systems, tires, wheels and hubs; is able to perform repairs of hydraulic brake systems - all following manufacturers' recommendations and safe work practices.

Level III (6086)

Trade Practices (HET811) (3 credits)

Upon successful completion the apprentice is able to perform shielded metal arc and metal inert gas (MIG) welding procedures following manufacturers recommendations, government regulations and safe work practices.

Fluid Power Systems (HET812) (6 credits)

Upon successful completion the apprentice is able to interpret hydraulic system schematics; is able to evaluate hydraulic circuit design and compare with manufacturers schematics; is able to recommend repairs for hydraulic actuators, accumulators and accessories, and electronically managed hydraulic systems; and is able to diagnose hydraulic systems and recommend repairs.

Engine Systems (HET813) (3 credits)

Upon successful completion the apprentice is able to describe the testing and servicing procedures for engine short block assemblies and reconditioning; and is able to demonstrate the diagnostic procedures used for engines - all following manufacturers' recommendations.

Electrical/Electronic Systems (HET814) (5 credits)

Upon successful completion the apprentice is able to recommend repair of charging systems; is able to test computerized management systems; and is able to test and diagnose electrical circuit defects - all following manufacturers' recommendations.

Fuel Systems (HET815) (5 credits)

Upon successful completion the apprentice is able to recommend the testing and servicing procedures for diesel fuel injection partial-authority engine management systems; is able to recommend repairs for diesel fuel injection full-authority engine management systems; and is able to interpret the exhaust emissions produced by diesel engines - all following manufacturers' recommendations.

Drive Train Systems (HET816) (4 credits)

Upon successful completion the apprentice is able to recommend repairs for torque converters, fluid couplings, hydraulic retarders, and hydrostatic drive systems following manufacturers' recommendations.

Brake, Track and Suspension Systems (HET817) (4 credits)

Upon successful completion the apprentice is able to perform repairs of hydraulic brake systems and suspension systems; and is able to recommend the repair procedures for track-type undercarriages - all following manufacturers' recommendations and safe work practices.

Utility Arborist

Section B.18
2025-07-02

(6560)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Utility Arborist Level One and Two Apprenticeship program consists of a twelve-week basic session and a twelve-week advanced session, both starting in January (alternating years). The program focuses on advanced topics in the maintenance and removal of trees, equipment use, tree climbing and utility arboricultural sciences with a strong emphasis on safety and working in a team environment.

The Utility Arborist Level One Apprenticeship program consists of a twelve-week basic session starting in January. The program focuses on maintenance and removal of trees in various settings with a strong emphasis on safety.

The Utility Arborist Level Two Apprenticeship program consists of a twelve-week advanced session starting in January. The program focuses on advanced topics in equipment use, tree climbing and utility arboricultural sciences with a strong emphasis on safety and working in a team environment.

A Utility Arborist prunes or clears woody plants in proximity to exposed electrical apparatus or in the course of utility line clearing operations, prunes, fall or removes trees which could come into contact with energized power lines.

Utility Arborist is a non-restricted certified trade regulated by the Apprenticeship and Certification Act. On successfully completing the apprenticeship program, a person working in this trade is entitled to a Certificate of Apprenticeship and can challenge the trade examination to obtain a Certification of Qualification.

CAREER PATHS

Apprentices in the utility arborist trade may be employed in the utility, municipal or commercial tree care sectors; as well as tree services, golf courses, public utilities or self-employment.

Recent ice storms in major city centres have led to increased need for forestry care for the tens of thousands of damaged trees.

OTHER INFORMATION

Program College Contact: Martha Irwin, martha.irwin@saultcollege.ca

PROGRAM OF STUDY

Level One (6560)

ARB607 - 3 Workplace Health and Safety
ARB608 - 4 Arborist Safe Work Practices
ARB609 - 12 Arborist Safe Work Practices - Climbing

ARB611 - 3 Arborist Tools and Felling Techniques
ARB612 - 1 Arborist Equipment
ARB613 - 3 Arboricultural Sciences I
ARB614 - 3 Arborist Tree Identification I

Level Two (6561)

ARB703 - 12 Utility Arborist Practices II - Tree Climbing
ARB706 - 2 Utility Arborist Sciences II
ARB708 - 3 Utility Arborist Tree Identification II
ARB710 - 3 Vegetation Management
ARB711 - 3 Aerial Devices
ARB712 - 1 Utility Arborist Tools and Equipment
ARB713 - 2 Utility Line Clearing
ARB714 - 2 Utility Arborist Safe Work Practices

Course Descriptions

Level One (6560)

Workplace Health and Safety (ARB607) (3 credits)

Upon successful completion of this reportable subject, the apprentice is able to describe safe work practices and requirements for operational planning, ascending, descending trees, pruning and removing limbs and trees, identifying electrical hazards, other hazards, handling and disposal of debris generated on the job site.

Arborist Safe Work Practices (ARB608) (4 credits)

Upon successful completion of this reportable subject, the apprentice is able to describe safe work practices and requirements for operational planning, ascending, descending trees, pruning and removing limbs and trees, identifying electrical hazards, other hazards, handling and disposal of debris generated on the job site.

Arborist Safe Work Practices - Climbing (ARB609) (12 credits)

Upon completion of this reportable subject, the apprentice is able to demonstrate how to plan work operations, ascend and descend trees while pruning and removing limbs and trees with consideration of associated hazards; perform an aerial rescue and handle and disposal of debris generated on the job site.

Arborist Tools and Felling Techniques (ARB611) (3 credits)

Upon completion of this reportable subject, the apprentice is able to perform directional felling techniques including selecting, using, maintaining and storing tools and equipment.

Arborist Equipment (ARB612) (1 credits)

Upon completion of this reportable subject, the apprentice is able to demonstrate the set up and operation of brush chippers and describe the set up and operation of stump grinding units and mini-log grapples.

Arboricultural Sciences I (ARB613) (3 credits)

Upon the completion of this reportable subject, the apprentice is able to describe the characteristics, types, and stages of a forest, plant structure and physiology, growth factors and compartmentalization.

Arborist Tree Identification I (ARB614) (3 credits)

Upon the completion of this reportable subject, the apprentice is able to describe the tree genera, species, cultivars and characteristics of 57 woody plants and 5 poisonous plants commonly found in Ontario.

Level Two (6561)

Utility Arborist Practices II - Tree Climbing (ARB703) (12 credits)

Demonstrate a knowledge of how to plan work safely, utilizing safe work practices, pruning and removing trees in proximity of electrical conductors, ascending, descending and performing aerial rescue, inspect, adjust and maintain personal protective equipment and fall protection equipment utilized in the Utility Arboricultural trade and managing fire, waste and dangerous goods.

Utility Arborist Sciences II (ARB706) (2 credits)

Demonstrate a knowledge of how to identify various woody plants, growth factors of woody plants, compartmentalization of woody plants, diseases and disorders of trees that could be harmful to the integrity of the electrical system, evaluate the condition of the anchor points in trees used for fall protection, evaluation of work operations within environmentally sensitive locations.

Utility Arborist Tree Identification II (ARB708) (3 credits)

Demonstrate a thorough working knowledge of tree genera, species and cultivars by identifying 45 plants commonly found in Ontario.

Vegetation Management (ARB710) (3 credits)

Upon completion of this reportable subject, the apprentice is able to describe the objectives and considerations for removing compatible vegetation around energized electrical systems to meet clearance standards.

Aerial Devices (ARB711) (3 credits)

Upon the completion of this reportable subject, the apprentice is able to demonstrate the setup, inspection and transportation process of aerial devices according to manufacturer's recommendation and legislative requirements.

Utility Arborist Tools and Equipment (ARB712) (1 credits)

Upon completion of this reportable subject, the apprentice is able to operate live line tools, brush chippers, and aerial devices used in utility arboricultural practices.

Utility Line Clearing (ARB713) (2 credits)

Upon completion of this reportable subject, the apprentice is able to describe reliability standards for transmission circuits, identify Right-Of-Ways (ROW) system information from maps and drawings, perform a condition patrol inspection to assess hazards to line integrity and document findings for future actions.

Utility Arborist Safe Work Practices (ARB714) (2 credits)

Upon completion of this reportable subject, the apprentice is able to interpret legislation relevant to Utility Arboriculture, identify electrical circuit hardware and electrical system configurations, explain methods of eliminating or controlling electrical and other hazards when working in close proximity to energized electrical apparatus.

Aviation Commercial Operations

Section B.19
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4162)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Embark on an amazing journey to a career in the airline industry with the Aviation Commercial Operations diploma program.

This two-year diploma program offers comprehensive academic training that includes aviation ground school courses and the option to purchase flight hours. Whether you choose to complete the academic portion alone or combine it with flight training, this program prepares you for in-demand careers in aviation.

If you complete flight training alongside the academic program, you will graduate with both a diploma and a Commercial Pilot License (CPL(A)). Flight training is conducted by Sault College at CYAM, a controlled airport with an advanced fleet of aircraft and access to both Canadian and U.S. airspace, ensuring efficient and high-quality training. Flight training costs are separate, and flight hours are completed alongside the academic program.

Through courses in mathematics, physical systems, electronics, and general arts, you will build a strong foundation for success in aviation careers. Graduates can pursue roles as commercial pilots, flight dispatchers, or in other aviation-related positions. Advanced opportunities, such as multi-engine and instrument rating micro-credential courses, are available if you wish to continue your training after graduation.

With our proximity to the U.S. border and our sister city, Sault Sainte Marie, Michigan, this program offers unique flexibility if you prefer to commute from the United States while completing your studies at Sault College. Offering FAA license conversion support, the Aviation Commercial Operations diploma program is the perfect start to launching your aviation career. It's time to take flight.

This program is open to international students only.

Not an international student? [Click here to explore the Aviation Technology - Flight Program.](#)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School (OSSD) or equivalent, mature student status. Plus:

- Grade 12 English, College Preparation (ENG4C) or substitute Grade 12 English, University Preparation (ENG4U)
- Grade 12 Mathematics for College Technology (MCT4C) or substitute Advanced Functions, University Preparation (MHF4U) or Calculus and Vectors, University Preparation (MCV4U)
- Grade 12 Physics, College Preparation (SPH4C) or substitute Grade 12 Physics, University Preparation (SPH4U), or Grade 11 Physics, University Preparation (SPH3U)
- Applicants must provide a Transport Canada Category 1 Medical Certificate to the Sault College Registrar's Office by August 1st of their entry year.

- Applicants must demonstrate English proficiency. Sault College accepts the TOEFL iBT, or IELTS, or equivalent test to satisfy our English admission requirements.
- Minimum test scores required for: TOEFL iBT is 94
- Minimum test scores required for: IELTS is overall band of 7, no band lower than 6.5

MEDICAL REQUIREMENTS

Final acceptance into the program is contingent upon satisfactory medical records filed with the College. This includes a photocopy of a **Transport Canada Category I medical certificate** and a photocopy of a **Canadian birth certificate** or a **Citizenship document** showing date of birth. The Category 1 medical may be obtained from any Canadian Aviation Medical Examiner. A list of doctors is available on Transport Canada's web site. Note: Upon arrival to the College, the originals of these documents must be produced in order to facilitate licencing. For students who currently hold a Canadian Pilot Licence or Permit, a copy of the Licence/Permit must be submitted. Students must renew their Category I medical certificate prior to writing the Transport Canada Commercial Written exam in Semester 5. Due to the Canadian Air Regulations (CARs) and the College's aircraft manufacturer's specifications, all pilots are required to adhere to weight and balance restrictions. These weight restrictions are accessible in the manufacturer's pilot operating handbook, copies of which are readily accessible at both the College and College airport hangar locations.

Proof of English Language Proficiency - With English being the international language of aviation, all training in the Sault College aviation program is conducted in English. Transport Canada, the industry regulator, requires aviation license candidates to demonstrate an expert level proficiency in English.

Canadian citizens who have graduated from a Canadian English or French speaking high school and, those who can provide evidence that they have completed their studies in either English or French will qualify for the informal demonstration in the language indicated on their high school diploma; provided the Chief Flight Instructor (CFI) of a Flight Training Unit (FTU) is satisfied that the person can demonstrate the competencies of Expert Level 6 as listed in standard 421.06(4) of the CARs. If there is any uncertainty as to whether the student is to the expert level 6 standard, the CFI will request a formal aviation language assessment. It is important to note that this assessment for Sault College students, if required, will be completed in English only.

If the applicant or student is uncertain that they are at an expert level, they can request a meeting with the CFI to discuss.

Sault College reserves the right to have the student conduct a formal aviation language proficiency demonstration.

A 2nd class FAA medical certificate will be accepted in lieu of a Transport Canada Category 1 medical certificate to meet entrance requirements. Students will be required to apply for a Canadian medical certificate once in the program.

DRESS CODE

Professional Pilots are well groomed and properly dressed. Since students at Sault College are working towards becoming Professional Pilots, they should also be well groomed and properly dressed. Dress code will be observed at the college up to 1700 hrs during week days and at all times at the Hangar. Activities, such as tests after 1700 hrs or weekend non-flying activities, will be at the discretion of the professor. The following dress code guidelines will be observed:

Hair

- Facial hair other than for religious reasons shall be neatly trimmed and maintained (to reflect professionalism).
- Hair is to be clean and groomed at all times.
- While flying, hair shall be neatly pulled back so as not to obstruct vision including peripheral vision.
- Hairstyle must be such that it does not draw undue attention. Radical hairstyles or colouring are not allowed.

Dress Attire Mandatory

- The Colleges aviation uniform (available via the colleges bookstore) shall be worn. It consists of a white pilot shirt embroidered with the Sault College Aviation logo, dark blue dress pants and a matching blue tie. During winter operations, a matching dark blue sweater also embroidered with the college logo can be worn overtop the pilot shirt and tie. The shirt must be tucked in at all times. For summer flight operations see section 6.1.3 Summer Operations. Casual or dress socks shall be worn. No athletic socks. No running shoes are allowed. Leather shoes are preferable for classroom work and hiking boots are a good choice when flying. During the winter months, proper boots either need to be worn or be on board the aircraft. High heels are a hazard to the operation of the rudder pedals and not allowed in the aircraft. Wrist jewellery that can catch on switches or controls not allowed. Ball caps are only to be worn in the aircraft for the purpose of shading eyes from the sun. They shall be worn straight and are not to be worn indoors at the College or at the Hangar.

Other

- Personal hygiene shall be a priority. Students will spend a large amount of time in close proximity to other students and their instructors. Excessive use of cologne, perfume, body spray, and aftershaves is as offensive or distracting as poor hygiene. Make up is to be conservative. Fingernails shall not be unreasonably long. Earrings shall be limited to one per ear and must be small enough to not interfere with an aviation headset. (Studs vs. hoops would be preferable.)

Winter Operations

Pilots must dress for survival for every flight, even local flights, winter and summer. If an aircraft was to make a forced landing in winter, the pilot and passengers must be prepared to, at the very minimum, spend the night in the woods. The chances of survival, even in the fall and spring, will be greatly diminished if proper clothing is not worn. For winter flying, the following is a minimum list:

- A winter parka, or at the very minimum a good quality ski jacket with at least one additional layer of a wool or fleece sweater. The heavy coat is not usually worn while flying, but must be present in the aircraft. Winter underwear or in its absence, ski pants on board the aircraft. Proper winter boots either worn or on board the aircraft. A proper winter hat such as a wool cap, and good quality gloves or mittens.

Summer Operations

- At the discretion of the duty pilot, ties may be removed during very hot days. College issued aviation polo shirts may be worn in lieu of shirt and tie during the summer semester. (May 1st until September 1st).

This Dress and appearance code complies with the Human Rights Standards of Canada.

OTHER INFORMATION

Program College Contact: Paul Bursche, paul.bursche@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

ATQ112-3 Navigation and Weather Fundamentals
AVF115-2 Airframes, Engines and Zlin Systems
AVF117-2 Flight Theory and Operations
AVT119-2 Human Factors in Aviation
AVT123-1 Air Law I
ELR104-3 Electrical Fundamentals
MTH612-4 Mathematics
PHY125-4 Physics

SEMESTER 2

AVF111-2 Meteorology I & II
AVF122-2 Navigation I & II
AVF245-2 Airframes and Engines II
AVT125-1 Air Law II
CMM115-3 Communications I
MEC101-4 Statics
MTH613-4 Technical Mathematics
GEN100-3 Global Citizenship

SEMESTER 3

AVF241-2 Meteorology III
AVF242-2 Navigation III
AVT247-2 General Knowledge for Aviation
AVT248-2 Human Factors in Flight
AVT254-2 Air Law III
ELN224-3 Digital Electronics and Avionics
MEC201-3 Dynamics
MTH626-4 Calculus
REC106-3 Fitness and Lifestyle Management

SEMESTER 4

AVT258-2 Instrument Procedures
AVT361-3 Meteorology IV
AVT366-2 Aircraft Systems Preparation for Flight
CMM210-3 Technical Communication
MCH221-4 Hydraulics Systems
MTH654-4 Technical Mathematics

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Navigation and Weather Fundamentals (ATQ112) (3 credits)

This course will introduce the principles of aeronautical navigation and equip individuals with the skills to interpret aviation weather reports, forecasts, and associated symbols. It's designed for those aspiring to careers in aviation and the air transportation system.

Airframes, Engines and Zlin Systems (AVF115) (2 credits)

A study of the topics necessary to determine that an aircraft is ready for flight, including an overview of

airframes and engines and a study of the systems and performance for the aircraft used for flight training, documents and airworthiness, dispatch procedures, record keeping, weight and balance, servicing and elementary maintenance).

Flight Theory and Operations (AVF117) (2 credits)

This course introduces students to fundamental aerodynamic principles and theories, emphasizing their practical applications. It covers the use of performance charts to estimate key flight parameters such as cruise, range, endurance, and takeoff and landing performance. Students will learn about power and thrust requirements, principles of aircraft loading, and design characteristics of various airplane categories, with a focus on the need for economically efficient air transportation. The course also includes an introduction to essential flight instruments and their role in aircraft performance and navigation. By the end of the course, students will have a comprehensive understanding of how aerodynamic principles are applied in real-world aviation scenarios, enabling them to estimate and optimize aircraft performance effectively.

Human Factors in Aviation (AVT119) (2 credits)

Students enrolled in the aviation technology (flight) program will participate in 3 human factor courses. This, the first course, provides an introduction to human factors with a focus on basic flight physiology. You will learn why human factors are so important and the role they will play in your career. The topics covered include: basic human anatomy, hearing, vision, altitude physiology, the atmosphere, sleep and circadian rhythms, stress, situational awareness and orientation, acceleration and motion sickness.

Air Law I (AVT123) (1 credits)

This course provides the base understanding of the regulatory agencies and their role in overseeing all aspects of flying. Topics include basic rules of flight manoeuvring, airspace classification, airport operations, medical and licensing requirements, and various safety related issues, such as oxygen requirements and marginal weather conditions.

Electrical Fundamentals (ELR104) (3 credits)

Fundamental principles of direct and alternating current theory, are studied including Ohm's Law, series and parallel circuits, power, electrical instruments, inductance and capacitance, magnetic fields, reactance and impedance.

Mathematics (MTH612) (4 credits)

Students will develop skills needed to solve problems in technical mathematics. Topics include a detailed review of algebra followed by a study of quadratic equations, exponential and logarithmic functions and trigonometric functions.

Physics (PHY125) (4 credits)

Topics included are properties of fluids, forces, and pressure involved in hydrostatics and hydraulics, wave motion and propagation, properties and intensity levels of sounds.

Semester 2

Meteorology I & II (AVF111) (2 credits)

This course equips aspiring pilots with the knowledge and skills needed to excel in the meteorology section of the Transport Canada Private Pilot written exam. It also trains students to interpret weather reports and forecasts effectively, ensuring they are well-prepared for flight operations. By providing an in-depth understanding of meteorological theory, the course lays a strong foundation for sound weather-related decision-making. Additionally, it serves as a cornerstone for advanced meteorology studies in the second and third years of the Aviation Program.

Navigation I & II (AVF122) (2 credits)

This course starts with the basic elements involved in Dead Reckoning Navigation. These elements are then combined to enable pilots-in-training to pass the navigation section of the Transport Canada Private Pilot written exam and to learn the techniques that pilots use for navigating in flight. This knowledge is also the basis for the Transport Canada Commercial Written exam in second year, and is also preparatory ground instruction for the Private Pilot Licence.

Airframes and Engines II (AVF245) (2 credits)

A study of engines and airframes including the internal combustion engine and the basic gas turbine engine, fuels and fuel systems, lubrication and oil, ignition systems, engine instruments, propellers, airframes, and electrical systems at the Commercial Pilot Level.

Air Law II (AVT125) (1 credits)

This course is a continuation of Air Law I and prepares the student for the air law section of the Transport Canada PPAER written exam. An introduction to commercial air law required for the Transport Canada CPAER written exam is provided. A passing mark of the Air Law section of the PPAER will be a requirement to be successful in this course.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Statics (MEC101) (4 credits)

This course entails a thorough study of statics, providing fundamental skill for further development in various studies. Topics include: force vectors, components, resultants, moments, couples, equilibrium in force systems, trusses and frames, centroids, friction laws, impending motion, centroids and centers of gravity.

Technical Mathematics (MTH613) (4 credits)

The course includes topics in Plane Analytic Geometry, introduction to Calculus including derivatives and integration of algebraic functions; applications of integration.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Meteorology III (AVF241) (2 credits)

This course reviews the theory and meteorological services for pilots learned in first year meteorology and explore more advanced theory in preparation for writing the Transport Canada Commercial Written Exam (CPAER). A passing mark of the Meteorology section of the CPAER qualification exam will be a requirement

to be successful in this course.

Navigation III (AVF242) (2 credits)

This course provides an in depth look at radio navigation. Specifically, the VOR, ADF and GNSS navigation aids. This is in preparation for the skills required for the Transportation Canada Commercial written exam and Flight Test. A passing mark of the Navigation section of the CPAER qualification exam will be a requirement to be successful in this course.

General Knowledge for Aviation (AVT247) (2 credits)

This course expands on the general knowledge of theory, aerodynamics, engines, airframes and instruments with a quantitative analysis and greater depth. Other topics relate to formulae and performance charts dealing with weight and balance, cruise performance, multi-engine operations, unusual attitudes, recognition of system failures and emergency procedures. A passing mark of the General Knowledge section of the CPL Qualifier and CPAER will be a requirement to be successful in this course.

Human Factors in Flight (AVT248) (2 credits)

Students will examine how psychological and physiological factors play an important role in flight safety. Some of the topics included are pilot decision-making, human error, communications and attitudes in aviation. Case studies of domestic and international aircraft incident and accident reports will be examined to determine cause-analysis, in the hope of preventing similar mistakes by future pilot generations.

Air Law III (AVT254) (2 credits)

This course reviews all of the general regulations plus those sections of the Canadian Air Regulations specific to Air Taxi operations. The course is designed to familiarize the students with regulations governing ground operations, personnel qualifications, and aircraft equipment requirements and training programs for Air Taxi Operations. A passing mark of the Air Law section of the CPAER qualification exam will be a requirement to be successful in this course.

Digital Electronics and Avionics (ELN224) (3 credits)

This course is a study of modern digital devices and circuits. The student will study Digital Numbering Systems, Boolean algebra, common Digital Integrated circuits, as well as other pulse shaping/generating circuits. Emphasis will be placed on the analysis and troubleshooting of these devices and circuits. Rounding out the course is an application component covering the flight instruments and electronic circuits, which produce transmit and condition analog and digital signals.

Dynamics (MEC201) (3 credits)

This course advances the study of mechanics into the area of dynamics. Topics include: KINEMATICS (uniformly accelerated motion, projectile motion, circular motion, Newton's Second Law rectilinear and angular motion), inertia, dynamic equilibrium (work, energy forms, power, efficiency), impulse and momentum (linear and angular), dynamic friction.

Calculus (MTH626) (4 credits)

This course is a continuation of MTH613 and provides the student with a more advanced study of calculus. Topics of study include differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions with an emphasis on applications.

Fitness and Lifestyle Management (REC106) (3 credits)

This course deals with the pursuit of wellness with a focus on physical fitness. Topics include: positive lifestyle choices, self-management and behaviour change techniques, exercise prescription, fitness training

methods and body composition management. Students are introduced to a diverse range of fitness activities designed to promote lifelong health and wellbeing.

Semester 4

Instrument Procedures (AVT258) (2 credits)

This course reviews key instrument flight topics, including VORs, GPS, ADF, pitot-static systems, magnetic compasses, and gyroscopic instruments, to build on previous knowledge. Students will learn the rules and procedures for flying in instrument conditions, covering navigation aid tracking, general flight rules, and departure, enroute, arrival, and holding procedures. The course emphasizes using official resources like the Canadian Air Pilot and Canadian Aviation Regulations (CARs) for accurate and reliable information.

Meteorology IV (AVT361) (3 credits)

Meteorology IV builds upon foundational meteorology concepts from the first two years, delving into advanced topics critical for aviation safety. The course covers airframe icing, exploring conditions that cause icing, types, catch rates, and associated hazards. Students will examine the stages of thunderstorm development and the hazards they pose. The formation of jet streams and the resulting clear air turbulence will be analyzed. Emphasis will be placed on practical meteorology, including interpreting Significant Weather Prognostic Charts, Upper Air Analysis Charts, Canadian Turbulence Forecast Charts, and using Satellite and Radar imagery. This course aims to equip students with the meteorological expertise necessary for effective flight planning and operational decision-making.

Aircraft Systems Preparation for Flight (AVT366) (2 credits)

A study of electrical hydraulic, fuel, oil, oxygen, and firefighting systems in the aircraft used for multi-engine training as well as in a modern, turbine, pressurized transport aircraft.

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Hydraulics Systems (MCH221) (4 credits)

Areas to be studied are as follows: basic theory of hydraulics, theory and assembly of pumps, pressure control valves, directional valves, flow control valves, circuits, and troubleshooting simple systems related to aircraft.

Technical Mathematics (MTH654) (4 credits)

This course is a continuation of MTH626 and provides the student with a more advanced study of calculus. Topics of study include methods of integration, first and second order differential equations and series expansions.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Aviation Technology - Flight

Section B.20
2025-07-02

Ontario College Advanced Diploma (3 years - 7 Semesters) (4061)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College's Aviation Technology – Flight program is one of the best flight schools in Canada and where adventure seekers like you come to learn how to become a pilot.

If the real you is passionate about preparing for a life without limits, launch your career through state-of-the-art flight simulators, an impressive fleet of aircraft, and access to top instructors.

As a graduate meeting Transport Canada's qualification criteria, you will earn a commercial pilot's license, giving you a ticket to positions available around the world. You get to choose your path.

If you have previous flight training - great! Your learning will be customized during year one, so you'll get the most out of the program from start to graduation.

Are you an international student? [Explore the Aviation Commercial Operations program.](#)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Applicants must have an Ontario Secondary School Diploma (OSSD), or be studying in their final year of their OSSD, and have successfully completed, or be in progress to complete the following course:

- Grade 12 English, College Preparation (ENG4C)
 - substitute is Grade 12 English, University Preparation (ENG4U)
- Grade 12 Mathematics for College Technology (MCT4C)
 - Substitutes are Advanced Functions, University Preparation (MHF4U) or Calculus and Vectors, University Preparation (MCV4U)
- Grade 12 Physics, College Preparation (SPH4C)
 - Substitutes are Grade 12 Physics, University Preparation (SPH4U), or Grade 11 Physics, University Preparation (SPH3U)

Applicants must provide a Transport Canada Category 1 Medical Certificate to the Sault College Registrar's Office by August 1st of their entry year. This medical certificate must remain active for the duration of studies.

Missing any requirements? Get them for free from [Academic Upgrading.](#)

IMPORTANT NOTE: Transport Canada is experiencing significant delays in the processing of Category One Medical Certificates. It can take up to 2 months to book an appointment with a Civil Aviation Medical Examiner (CAME) and anywhere up to 8 months, sometimes even 12 months, for Transport Canada to process a medical assessment that is accurate and complete, without medical complications.

Please contact the Registrar's Office for the criteria used to rank applicants should the program be oversubscribed.

After being accepted to the Aviation Technology - Flight program, only those students who successfully complete all courses in the first semester will be admitted to the second semester (which includes the commencement of flight training). Students who do not successfully complete all courses in the first semester and/or Flight Training I (AFT 120) in the second semester of study, will be withdrawn from the program and invited to re-apply for the next intake of this program. Students who are re-admitted will be required to maintain a full-time course load and re-take all Transport Canada approved ground school courses, in addition to any previously failed courses. Students who hold, or have held, a Commercial Pilot License, Aeroplane are not eligible for acceptance into the Sault College Aviation program. Students who hold a Private Pilot License will participate in a modified flight program in Semesters 2 and 3 as compared to those who do not have any flying experience.

ACADEMIC RECOMMENDATIONS

Applicants are strongly encouraged to acquire several hours of flight training at a recognized flying school - preferably to the solo level - before commencing the program. This is to ensure that the experience of flying in light aircraft is agreeable to the applicant.

Please visit [What You'll Need](#) for admission requirements and important program progression information.

CAREER PATHS

The employment picture for pilots, as with any other occupation, can and does change from time to time depending on the supply and demand. Graduates may look ahead to careers as flight instructors, charter pilots, corporate pilots, and have the ultimate goal of flying for a major airline. Students studying in Sault College's Aviation Technology Flight Advanced Diploma program may receive advanced standing from Algoma University, subject to entrance requirements, towards a Bachelor of Business Administration program. For more information on this opportunity please contact Algoma University.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$8,523.30	\$2,173.50	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

MEDICAL REQUIREMENTS

Final acceptance into the program is contingent upon satisfactory medical records filed with the College. This includes a photocopy of a **Transport Canada Category I medical certificate** and a photocopy of a **Canadian birth certificate** or a **Citizenship document** showing date of birth. The Category 1 medical may be obtained from any Canadian Aviation Medical Examiner. A list of doctors is available on Transport Canada's web site. Note: Upon arrival to the College, the originals of these documents must be produced

in order to facilitate licencing. For students who currently hold a Canadian Pilot Licence or Permit, a copy of the Licence/Permit must be submitted. Students must renew their Category I medical certificate prior to writing the Transport Canada Commercial Written exam in Semester 5. Due to the Canadian Air Regulations (CARs) and the College's aircraft manufacturer's specifications, all pilots are required to adhere to weight and balance restrictions. These weight restrictions are accessible in the manufacturer's pilot operating handbook, copies of which are readily accessible at both the College and College airport hangar locations.

Proof of English Language Proficiency - With English being the international language of aviation, all training in the Sault College aviation program is conducted in English. Transport Canada, the industry regulator, requires aviation license candidates to demonstrate an expert level proficiency in English.

Canadian citizens who have graduated from a Canadian English or French speaking high school and, those who can provide evidence that they have completed their studies in either English or French will qualify for the informal demonstration in the language indicated on their high school diploma; provided the Chief Flight Instructor (CFI) of a Flight Training Unit (FTU) is satisfied that the person can demonstrate the competencies of Expert Level 6 as listed in standard 421.06(4) of the CARs. If there is any uncertainty as to whether the student is to the expert level 6 standard, the CFI will request a formal aviation language assessment. It is important to note that this assessment for Sault College students, if required, will be completed in English only.

If the applicant or student is uncertain that they are at an expert level, they can request a meeting with the CFI to discuss.

Sault College reserves the right to have the student conduct a formal aviation language proficiency demonstration.

DRESS CODE

Professional Pilots are well groomed and properly dressed. Since students at Sault College are working towards becoming Professional Pilots, they should also be well groomed and properly dressed. Dress code will be observed at the college up to 1700 hrs during week days and at all times at the Hangar. Activities, such as tests after 1700 hrs or weekend non-flying activities, will be at the discretion of the professor. The following dress code guidelines will be observed:

Hair

- Facial hair other than for religious reasons shall be neatly trimmed and maintained (to reflect professionalism).
- Hair is to be clean and groomed at all times.
- While flying, hair shall be neatly pulled back so as not to obstruct vision including peripheral vision.
- Hairstyle must be such that it does not draw undue attention. Radical hairstyles or colouring are not allowed.

Dress Attire Mandatory

- The Colleges aviation uniform (available via the colleges bookstore) shall be worn. It consists of a white pilot shirt embroidered with the Sault College Aviation logo, dark blue dress pants and a matching blue tie. During winter operations, a matching dark blue sweater also embroidered with the college logo can be worn overtop the pilot shirt and tie. The shirt must be tucked in at all times. For summer flight operations see section 6.1.3 Summer Operations. Casual or dress socks shall be worn. No athletic socks. No running shoes are allowed. Leather shoes are preferable for classroom work and hiking boots are a good choice when flying. During the winter months, proper boots either need to be worn or be on board the aircraft. High heels are a hazard to the operation of the rudder pedals and not allowed in the aircraft. Wrist jewellery that can catch on switches or controls not

allowed. Ball caps are only to be worn in the aircraft for the purpose of shading eyes from the sun. They shall be worn straight and are not to be worn indoors at the College or at the Hangar.

Other

- Personal hygiene shall be a priority. Students will spend a large amount of time in close proximity to other students and their instructors. Excessive use of cologne, perfume, body spray, and aftershave is as offensive or distracting as poor hygiene. Make up is to be conservative. Fingernails shall not be unreasonably long. Earrings shall be limited to one per ear and must be small enough to not interfere with an aviation headset. (Studs vs. hoops would be preferable.)

Winter Operations

Pilots must dress for survival for every flight, even local flights, winter and summer. If an aircraft was to make a forced landing in winter, the pilot and passengers must be prepared to, at the very minimum, spend the night in the woods. The chances of survival, even in the fall and spring, will be greatly diminished if proper clothing is not worn. For winter flying, the following is a minimum list:

- A winter parka, or at the very minimum a good quality ski jacket with at least one additional layer of a wool or fleece sweater. The heavy coat is not usually worn while flying, but must be present in the aircraft. Winter underwear or in its absence, ski pants on board the aircraft. Proper winter boots either worn or on board the aircraft. A proper winter hat such as a wool cap, and good quality gloves or mittens.

Summer Operations

- At the discretion of the duty pilot, ties may be removed during very hot days. College issued aviation polo shirts may be worn in lieu of shirt and tie during the summer semester. (May 1st until September 1st).

This Dress and appearance code complies with the Human Rights Standards of Canada.

OTHER INFORMATION

Program College Contact: Paul Bursche, paul.bursche@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

AFT111-3 Flight Training Preparation 1
ATQ112-3 Navigation and Weather Fundamentals
AVF115-2 Airframes, Engines and Zlin Systems
AVF117-2 Flight Theory and Operations
AVT119-2 Human Factors in Aviation
AVT123-1 Air Law I
ELR104-3 Electrical Fundamentals
MTH612-4 Mathematics
PHY125-4 Physics

SEMESTER 2

AFT120-2 Flight Training I
AVF111-2 Meteorology I & II
AVF122-2 Navigation I & II

AVF245-2 Airframes and Engines II
AVT125-1 Air Law II
CMM115-3 Communications I
MEC101-4 Statics
MTH613-4 Technical Mathematics
GEN100-3 Global Citizenship

SEMESTER 3

AFT131-9 Flight Training II
AFT133-3 Flight Training II CPL Cross Country
AFT134-3 Flight Training II Cross Country Flight Experience

SEMESTER 4

AFT241-7 Flight Training III
AFT242-2 Flight Training III NR
AVF241-2 Meteorology III
AVF242-2 Navigation III
AVT247-2 General Knowledge for Aviation
AVT248-2 Human Factors in Flight
AVT254-2 Air Law III
ELN224-3 Digital Electronics and Avionics
MEC201-3 Dynamics
MTH626-4 Calculus
REC106-3 Fitness and Lifestyle Management

SEMESTER 5

AFT250-9 Flight Training IV
AVT258-2 Instrument Procedures
AVT361-3 Meteorology IV
AVT366-2 Aircraft Systems Preparation for Flight
CMM210-3 Technical Communication
MCH221-4 Hydraulics Systems
MTH654-4 Technical Mathematics

SEMESTER 6

AFT361-6 Flight Training V
AFT362-3 Flight Training V ME
AVT362-2 Air Law IV
AVT363-2 Advanced Flight Systems
AVT369-3 Navigation and Instrument Procedures
AVT375-4 Airframes, Engines and Maintenance Requirements
AVT378-3 Safety and Human Factors
CMM400-3 Advanced Communication for Aviation

SEMESTER 7

AFT370-9 Flight Training VI
AVF373-2 2-Crew & CRM, LOFT
AVT364-3 Aerodynamics
AVT371-4 Meteorology and Navigation High Altitude
AVT377-2 Flight Operations
AVT379-1 Aviation in the Public Interest

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this

semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Flight Training Preparation 1 (AFT111) (3 credits)

This course begins the flight training requirements toward the Integrated Commercial Pilot License with a group 1 Instrument Rating ICPL(IR). This course involves Preparatory Ground Instruction (PGI) and simulation labs to prepare the student to start in aircraft flight training. Students will complete their Radio Operators Certificate – Aeroplane (ROC-A) and the Pre-Solo Test of Air Regulations (PSTAR). For students with or without a private pilot license, this course will introduce students to our operating procedures and processes for flight training.

Navigation and Weather Fundamentals (ATQ112) (3 credits)

This course will introduce the principles of aeronautical navigation and equip individuals with the skills to interpret aviation weather reports, forecasts, and associated symbols. It's designed for those aspiring to careers in aviation and the air transportation system.

Airframes, Engines and Zlin Systems (AVF115) (2 credits)

A study of the topics necessary to determine that an aircraft is ready for flight, including an overview of airframes and engines and a study of the systems and performance for the aircraft used for flight training, documents and airworthiness, dispatch procedures, record keeping, weight and balance, servicing and elementary maintenance).

Flight Theory and Operations (AVF117) (2 credits)

This course introduces students to fundamental aerodynamic principles and theories, emphasizing their practical applications. It covers the use of performance charts to estimate key flight parameters such as cruise, range, endurance, and takeoff and landing performance. Students will learn about power and thrust requirements, principles of aircraft loading, and design characteristics of various airplane categories, with a focus on the need for economically efficient air transportation. The course also includes an introduction to essential flight instruments and their role in aircraft performance and navigation. By the end of the course, students will have a comprehensive understanding of how aerodynamic principles are applied in real-world aviation scenarios, enabling them to estimate and optimize aircraft performance effectively.

Human Factors in Aviation (AVT119) (2 credits)

Students enrolled in the aviation technology (flight) program will participate in 3 human factor courses. This, the first course, provides an introduction to human factors with a focus on basic flight physiology. You will learn why human factors are so important and the role they will play in your career. The topics covered include: basic human anatomy, hearing, vision, altitude physiology, the atmosphere, sleep and circadian rhythms, stress, situational awareness and orientation, acceleration and motion sickness.

Air Law I (AVT123) (1 credits)

This course provides the base understanding of the regulatory agencies and their role in overseeing all aspects of flying. Topics include basic rules of flight manoeuvring, airspace classification, airport operations, medical and licensing requirements, and various safety related issues, such as oxygen requirements and marginal weather conditions.

Electrical Fundamentals (ELR104) (3 credits)

Fundamental principles of direct and alternating current theory, are studied including Ohm's Law, series and parallel circuits, power, electrical instruments, inductance and capacitance, magnetic fields, reactance and impedance.

Mathematics (MTH612) (4 credits)

Students will develop skills needed to solve problems in technical mathematics. Topics include a detailed review of algebra followed by a study of quadratic equations, exponential and logarithmic functions and trigonometric functions.

Physics (PHY125) (4 credits)

Topics included are properties of fluids, forces, and pressure involved in hydrostatics and hydraulics, wave motion and propagation, properties and intensity levels of sounds.

Semester 2**Flight Training I (AFT120) (2 credits)**

This course is the introduction to flight training. For students with or without a private pilot licence, training will involve the first solo stage of flight training. Additionally, students will write the Sault College Private Qualification Exam in order to qualify for writing the Transport Canada Written Exam (PPAER).

Meteorology I & II (AVF111) (2 credits)

This course equips aspiring pilots with the knowledge and skills needed to excel in the meteorology section of the Transport Canada Private Pilot written exam. It also trains students to interpret weather reports and forecasts effectively, ensuring they are well-prepared for flight operations. By providing an in-depth understanding of meteorological theory, the course lays a strong foundation for sound weather-related decision-making. Additionally, it serves as a cornerstone for advanced meteorology studies in the second and third years of the Aviation Program.

Navigation I & II (AVF122) (2 credits)

This course starts with the basic elements involved in Dead Reckoning Navigation. These elements are then combined to enable pilots-in-training to pass the navigation section of the Transport Canada Private Pilot written exam and to learn the techniques that pilots use for navigating in flight. This knowledge is also the basis for the Transport Canada Commercial Written exam in second year, and is also preparatory ground instruction for the Private Pilot Licence.

Airframes and Engines II (AVF245) (2 credits)

A study of engines and airframes including the internal combustion engine and the basic gas turbine engine, fuels and fuel systems, lubrication and oil, ignition systems, engine instruments, propellers, airframes, and electrical systems at the Commercial Pilot Level.

Air Law II (AVT125) (1 credits)

This course is a continuation of Air Law I and prepares the student for the air law section of the Transport Canada PPAER written exam. An introduction to commercial air law required for the Transport Canada CPAER written exam is provided. A passing mark of the Air Law section of the PPAER will be a requirement to be successful in this course.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly

integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Statics (MEC101) (4 credits)

This course entails a thorough study of statics, providing fundamental skill for further development in various studies. Topics include: force vectors, components, resultants, moments, couples, equilibrium in force systems, trusses and frames, centroids, friction laws, impending motion, centroids and centers of gravity.

Technical Mathematics (MTH613) (4 credits)

The course includes topics in Plane Analytic Geometry, introduction to Calculus including derivatives and integration of algebraic functions; applications of integration.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Flight Training II (AFT131) (9 credits)

This course serves as a continuation of the flight training completed in AFT120, with a primary focus on preparing students to meet the standards required for the Private Pilot Flight Test. Through advanced flight instruction, students will refine their piloting skills, enhance their knowledge, and develop the necessary proficiency for successful completion of the flight test.

The course culminates in either the Private Pilot Flight Test, where students demonstrate their ability to perform a variety of maneuvers and flight procedures, or a progress check flight for individuals holding a Private Pilot License (PPL), providing a comprehensive review and ensuring continued proficiency.

Flight Training II CPL Cross Country (AFT133) (3 credits)

This phase of flight training continues from the Private Pilot training phase and focuses on completing the cross-country knowledge and the Cross-Country experience requirement for the Commercial Pilot License.

Flight Training II Cross Country Flight Experience (AFT134) (3 credits)

This phase of flight training continues from the Private Pilot training phase and focuses on building cross country flight experience requirements for the Instrument Rating Flight Rules (IFR) rating.

Semester 4

Flight Training III (AFT241) (7 credits)

A major component of this semester is basic instrument flight and radio navigation. Also, part of this course is writing the Sault College comprehensive Qualification Exam in order to qualify for writing the Transport Canada Commercial Written exam (CPAER).

Flight Training III NR (AFT242) (2 credits)

This phase provides night VFR flight training towards the night rating endorsement.

Meteorology III (AVF241) (2 credits)

This course reviews the theory and meteorological services for pilots learned in first year meteorology and explore more advanced theory in preparation for writing the Transport Canada Commercial Written Exam (CPAER). A passing mark of the Meteorology section of the CPAER qualification exam will be a requirement to be successful in this course.

Navigation III (AVF242) (2 credits)

This course provides an in depth look at radio navigation. Specifically, the VOR, ADF and GNSS navigation aids. This is in preparation for the skills required for the Transportation Canada Commercial written exam and Flight Test. A passing mark of the Navigation section of the CPAER qualification exam will be a requirement to be successful in this course.

General Knowledge for Aviation (AVT247) (2 credits)

This course expands on the general knowledge of theory, aerodynamics, engines, airframes and instruments with a quantitative analysis and greater depth. Other topics relate to formulae and performance charts dealing with weight and balance, cruise performance, multi-engine operations, unusual attitudes, recognition of system failures and emergency procedures. A passing mark of the General Knowledge section of the CPL Qualifier and CPAER will be a requirement to be successful in this course.

Human Factors in Flight (AVT248) (2 credits)

Students will examine how psychological and physiological factors play an important role in flight safety. Some of the topics included are pilot decision-making, human error, communications and attitudes in aviation. Case studies of domestic and international aircraft incident and accident reports will be examined to determine cause-analysis, in the hope of preventing similar mistakes by future pilot generations.

Air Law III (AVT254) (2 credits)

This course reviews all of the general regulations plus those sections of the Canadian Air Regulations specific to Air Taxi operations. The course is designed to familiarize the students with regulations governing ground operations, personnel qualifications, and aircraft equipment requirements and training programs for Air Taxi Operations. A passing mark of the Air Law section of the CPAER qualification exam will be a requirement to be successful in this course.

Digital Electronics and Avionics (ELN224) (3 credits)

This course is a study of modern digital devices and circuits. The student will study Digital Numbering Systems, Boolean algebra, common Digital Integrated circuits, as well as other pulse shaping/generating circuits. Emphasis will be placed on the analysis and troubleshooting of these devices and circuits. Rounding out the course is an application component covering the flight instruments and electronic circuits, which produce transmit and condition analog and digital signals.

Dynamics (MEC201) (3 credits)

This course advances the study of mechanics into the area of dynamics. Topics include: KINEMATICS (uniformly accelerated motion, projectile motion, circular motion, Newton's Second Law rectilinear and angular motion), inertia, dynamic equilibrium (work, energy forms, power, efficiency), impulse and momentum (linear and angular), dynamic friction.

Calculus (MTH626) (4 credits)

This course is a continuation of MTH613 and provides the student with a more advanced study of calculus.

Topics of study include differentiation and integration of algebraic, trigonometric, exponential and logarithmic functions with an emphasis on applications.

Fitness and Lifestyle Management (REC106) (3 credits)

This course deals with the pursuit of wellness with a focus on physical fitness. Topics include: positive lifestyle choices, self-management and behaviour change techniques, exercise prescription, fitness training methods and body composition management. Students are introduced to a diverse range of fitness activities designed to promote lifelong health and wellbeing.

Semester 5

Flight Training IV (AFT250) (9 credits)

This course has a primary focus on preparing students to meet the standards required for the Commercial Pilot Flight Test. Through advanced flight instruction, students will refine their piloting skills, enhance their knowledge, and develop the necessary proficiency for successful completion of the flight test.

The course culminates with the Commercial Pilot Flight Test, where students demonstrate their ability to perform a variety of maneuvers and flight procedures.

Instrument Procedures (AVT258) (2 credits)

This course reviews key instrument flight topics, including VORs, GPS, ADF, pitot-static systems, magnetic compasses, and gyroscopic instruments, to build on previous knowledge. Students will learn the rules and procedures for flying in instrument conditions, covering navigation aid tracking, general flight rules, and departure, enroute, arrival, and holding procedures. The course emphasizes using official resources like the Canadian Air Pilot and Canadian Aviation Regulations (CARs) for accurate and reliable information.

Meteorology IV (AVT361) (3 credits)

Meteorology IV builds upon foundational meteorology concepts from the first two years, delving into advanced topics critical for aviation safety. The course covers airframe icing, exploring conditions that cause icing, types, catch rates, and associated hazards. Students will examine the stages of thunderstorm development and the hazards they pose. The formation of jet streams and the resulting clear air turbulence will be analyzed. Emphasis will be placed on practical meteorology, including interpreting Significant Weather Prognostic Charts, Upper Air Analysis Charts, Canadian Turbulence Forecast Charts, and using Satellite and Radar imagery. This course aims to equip students with the meteorological expertise necessary for effective flight planning and operational decision-making.

Aircraft Systems Preparation for Flight (AVT366) (2 credits)

A study of electrical hydraulic, fuel, oil, oxygen, and firefighting systems in the aircraft used for multi-engine training as well as in a modern, turbine, pressurized transport aircraft.

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Hydraulics Systems (MCH221) (4 credits)

Areas to be studied are as follows: basic theory of hydraulics, theory and assembly of pumps, pressure control valves, directional valves, flow control valves, circuits, and troubleshooting simple systems related

to aircraft.

Technical Mathematics (MTH654) (4 credits)

This course is a continuation of MTH626 and provides the student with a more advanced study of calculus. Topics of study include methods of integration, first and second order differential equations and series expansions.

Semester 6

Flight Training V (AFT361) (6 credits)

This course has a primary focus on preparing students to meet the standards required for the Instrument Rating Flight Test. Through advanced flight instruction, students will refine their piloting skills, enhance their knowledge, and develop the necessary proficiency for successful completion of the flight test.

The course culminates with a simulator progress simulator evaluation, where students demonstrate their ability to perform a variety of maneuvers and flight procedures.

Flight Training V ME (AFT362) (3 credits)

This course has a primary focus on preparing students to meet the standards required for the Multi-Engine Flight Test. Through advanced flight instruction, students will refine their piloting skills, enhance their knowledge, and develop the necessary proficiency for successful completion of the flight test.

The course culminates with the multi-engine flight test evaluation, where students demonstrate their ability to perform a variety of maneuvers and flight procedures.

Air Law IV (AVT362) (2 credits)

This course build on Air Law III and provides an overview of the air law required for the IATRA, and SARON written exams. This course looks at airworthiness applicable to transport category airplanes, and air law applicable to 704 and 705 operations.

Advanced Flight Systems (AVT363) (2 credits)

This course is designed to familiarize the student with modern Flight Management Systems (FMS). General philosophy of the FMS will be studied as well as modes of operation. The course of study will focus on FMS principles, Pilot interface and Procedures. Topics will include programming the FMS from Origin to Destination, including vertical and lateral revisions to the Flight Plan. The Flight Management Guidance System of the Airbus family of aircraft will be studied.

Navigation and Instrument Procedures (AVT369) (3 credits)

This advanced Instrument Flight Rules (IFR) course delves into comprehensive IFR flight planning, focusing on Canadian domestic routes and high-level operations. Students will explore aircraft system requirements, advanced IFR procedures, and the challenges of flight operations near thunderstorms. The course also covers the use of weather detection devices, ensuring pilots are equipped to navigate challenging weather conditions. Through practical applications and in-depth study, participants will enhance their proficiency in managing complex IFR scenarios.

Airframes, Engines and Maintenance Requirements (AVT375) (4 credits)

A study of airframes and engines including the internal combustion engine and the basic gas turbine engine, fuels and fuel systems, lubrication and oil, ignition systems, engine instruments, propellers, airframes. Also study of aircraft maintenance requirements to the level required of a Person Responsible for Maintenance (PRM) for an Air Operator.

Safety and Human Factors (AVT378) (3 credits)

This is the third human factors course. You will continue to develop the skills required for a safe and successful aviation career. Some of the topics covered are aviation physiology, aviation psychology, pilot-equipment/materials relationship, CFIT and threat and error management.

Advanced Communication for Aviation (CMM400) (3 credits)

This course provides advanced training in the organization and presentation of information, using a teamwork approach, for Aviation Technology - Flight students. Emphasis will be placed on recognizing audience needs, using persuasive techniques, practising interpersonal skills, and enhancing presentation skills. A major component of the course will consist of career exploration, preparation of a resume and cover letter, and interview skills.

Semester 7

Flight Training VI (AFT370) (9 credits)

This course has a primary focus on preparing students to meet the standards required for the Group 1 Instrument Rating Flight Test. Through advanced flight instruction, students will refine their piloting skills, enhance their knowledge, and develop the necessary proficiency for successful completion of the flight test.

The course culminates with the Group 1 Instrument Rating Flight Test evaluation, where students demonstrate their ability to perform a variety of maneuvers and flight procedures.

2-Crew & CRM, LOFT (AVF373) (2 credits)

CRM training is but one practical application of Human Factors. The training will focus on the functioning of the flight crew as an intact team provide opportunities for crew members to practice their skills together in the roles they normally perform in flight. LOFT refers to aircrew training which involves a full mission simulation of situations which are representative of line operations, with special emphasis on situations which involve communications, management and leadership.

Aerodynamics (AVT364) (3 credits)

The course integrates scientific principles with a practical operational approach tailored for pilots. Topics include Newton's basic equations of motion, the three forces (lift, drag, and weight) acting on a glider, and the four forces acting on a powered airplane. Given that aerodynamics encompasses both the motion of the object and the reaction of the air, the course will also cover the fundamental properties of gases and how these properties change throughout the atmosphere. Additionally, the course will address high-speed aerodynamics, including compressibility effects, shock waves, and the behavior of airflow at transonic and supersonic speeds.

Meteorology and Navigation High Altitude (AVT371) (4 credits)

This course provides a more in depth look at high altitude navigation, overseas flight, and the associated navigation and communication equipment. Flight planning, Mach number calculations, and associated practices will be included. A more in depth look at the weather above 10,000 feet. Topics associated with high level air and the interpretation of mid and high-level analysis charts. North American air masses and the frontal systems will be covered, The formation of Jet Streams along fronts at the tropopause and the occurrence of clear air turbulence.

Flight Operations (AVT377) (2 credits)

This course will examine more complex and often used systems and components of modern airliners. Digital Colour Radar and Enhanced Ground Proximity Warning Systems (EGPWS) will be covered. Other topics discussed are Traffic Alert and Collision Avoidance Systems (TCAS). Interpretations and limitations of these systems will be thoroughly analyzed. We will also touch on the North Atlantic Organized Track System (NAT). Also, a review of the Minimum Equipment List (M.E.L.) requirements for Airline Operations will be explained.

Aviation in the Public Interest (AVT379) (1 credits)

This course is an independent or small group project course. A topic will be selected from current aviation social, operational or technical events or research. The classroom will involve starting a project, defining the outcomes, planning the work and effort and completing a report. Evaluation will be based on the planning, the performance and presentation of the work and the derivation of and strength of the arguments supporting the conclusions or recommendations. This course will host a comprehensive examination for 3rd year Aviation ground school.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Accommodation and Human Rights Management (Online Program Delivery)

Section B.21
2025-07-02

Ontario College Graduate Certificate (1 year - 2 semesters) (1250)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Please note this program is delivered in a fully-online format through Ontario Learn.

The Accommodation and Human Rights Management (AHRM) Program is an Ontario College graduate certificate. The program prepares graduates to work in the fields of Accommodation, Human Rights, Disability Management, Return to Work, Advocacy or to continue their academic careers in a variety of fields including Social Science, Law or Human Resources. The courses focus on topics such as Human Rights, Mediation and Alternate Dispute Resolution, Disability Management, and Advocacy. The final course, capstone, is a project-based assignment as an which challenges a real-world scenario in an organization or as an advocate for an individual.

PROGRAM OUTCOMES

1. Adhere to organizational, legal, ethical and occupational health and safety policies and procedures that impact accommodation services delivery.
2. Coordinate the planning, implementation, management and evaluation of return to work and accommodation initiatives.
3. Promote and implement accessible and responsive programs and services which recognize the diverse needs and experiences of individuals, groups, families and communities
4. Develop human resources, human relations, organizational culture, community and union relations by applying leadership and management skills.
5. Formulate approaches to work collaboratively with community advocacy groups.
6. Develop and implement strategies to negotiate return to work and work accommodation between employees, their families, employers, unions, medical practitioners, and insurance representatives.
7. Formulate a culturally competent approach to accommodation which meets the needs of clients, employers and families.
8. Compare Indigenous and Canadian perceptions of inclusion and diversity in order to interact more effectively with members of different cultures.
9. Use leadership, teamwork, conflict resolution, and relationship management skills to contribute effectively as a member of a multidisciplinary team.
10. Use knowledge of human rights, employment standards, and principles of inclusivity to contribute to positive outcomes for clients.

11. Contribute to the strategic decision-making of an organization by applying basic strategic analysis, financial and human resources management concepts.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

CAREER PATHS

Occupational Areas include Advocacy, Alternate Dispute Resolution, Critical Thinking and Change Management skills in particular, are areas identified as being in strong demand. Graduates will have a unique opportunity to blend their background with the leadership and management outcomes of AHRM. Upon graduation, students may find themselves working in one of these fields with Federal, Provincial, Local, Regional, First Nations, or Non-Profit organizations:

- Accommodation Specialist
- Manager of Employment Programs
- Accommodation Equipment Consultant
- Return to Work Advisor
- Disability Management Advisor
- Health/HR Policy Coordinator
- Client Placement Coordinator

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$3,025.80	\$1,129.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1414-4 Human Resource Management Principles
OEL8010-3 Holistic Approach to Disability Management
OEL8011-3 Mental Health Wellness I
OEL8013-3 Human Rights Law I
OEL8015-3 Disability Management I

SEMESTER 2

OEL8012-3 Mental Health Wellness II
OEL8016-3 Human Rights Law II
OEL8017-3 Disability Management II
OEL8018-3 Communication and Advocacy
OEL8019-3 Case Studies
OEL8020-4 A.H.R.M. Capstone

Course Descriptions

Semester 1

Human Resource Management Principles (OEL1414) (4 credits)

Specific focus is on the factors that affect the overall atmosphere in the workplace and that which contributes to an environment conducive to maximum productivity. Students will be introduced to effective strategies for hiring, motivating, managing, training, and retaining staff. Students will study the following topics: the strategic importance of Human Resources and the role of the HR Manager; competitive challenges facing Human Resources; job analysis and design; Human Resources planning; recruitment and selection; orientation and training; employee relations; performance management; compensation; employee benefits and services; labour relations; health and safety; equity and diversity; and international human resources management. Significant emphasis will be placed on the team approach to creative problem-solving techniques and their application to selected case studies and a project that replicates actual on-the-job activities. Successful completion of this course, with a minimum final grade of 65%, will qualify as an approved credit towards the academic component of either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designations granted by the Human Resources Professionals Association (HRPA).

Holistic Approach to Disability Management (OEL8010) (3 credits)

In this course students learn the application of the medical, physical, and functional capacity evaluations required in managing disability. Students explore the cultural issues related to injury, disability and work, review recent trends in disability, undertake work and home environmental analysis, and explore how to promote employee health and wellness. Students learn about spiritual practices and approaches to dispute resolution and Indigenous traditions. Students learn ways in which to adapt the dispute resolution process to respect Indigenous practices and build trusting relationships in the workplace.

Mental Health Wellness I (OEL8011) (3 credits)

In this course students learn about mental health support and accommodation strategies as well as best practices as they relate to the Ontario Human Rights Commission's Policy and Guidelines on Disability and the Duty to Accommodate, WSIB's Responsibilities of the Workplace Parties in Work Reintegration, Psychological Health and Safety Standards and Universal Instructional Design.

Human Rights Law I (OEL8013) (3 credits)

In this course students learn the history of the Ontario and Canada Human Rights Codes, and study in-depth the legal principles and practices related to discrimination in employment. Legislation and regulations including the Occupational Health and Safety Act (including Bill 168), Employment Standards Act, the Employment Equity Act, the Accessibility for Ontarians with Disabilities Act and the Workplace Safety and Insurance Act and their effect on disability management are explored through a review of case law. Students examine prohibited grounds of discrimination regarding employment and the employer's obligation to accommodate in the absence of undue hardship.

Disability Management I (OEL8015) (3 credits)

In this course students learn disability management theory, principles and practice. Students analyze key components of a disability program, the economic, social and psychological benefits of a program and the

strategic planning approaches to a program. Learning includes: best practices, roles and functions of professionals in disability management, community agencies and services provided, organizational costs and mitigation strategies and identifying barriers and best practices solutions.

Semester 2

Mental Health Wellness II (OEL8012) (3 credits)

In this course students learn about WSIB's policies related to Chronic Mental Stress and Post traumatic Stress Disorder in First Responders and other Designated Workers. Students complete a certificate in Mental Health First Aid and utilize the Conversations That Matter resources for disability management.

Human Rights Law II (OEL8016) (3 credits)

In this course students explore the trends in disability accommodation. Students examine prohibited grounds of discrimination regarding employment and the employer's obligation to accommodate in the absence of undue hardship. Students focus on the specific sections of the Human Rights Act related to accommodation of disabilities and employer's obligations for Return to Work. Students consider strategies to deal with discrimination and harassment in the workplace and discuss the employer's responsibilities to ensure a harassment-free workplace.

Disability Management II (OEL8017) (3 credits)

In this course students learn about the return to work process and case management, including the roles and functions of multidisciplinary health care providers in case management. Students consider all aspects of early and safe return to work strategies for injured workers as well as new worker integration in the workplace through workplace accommodation. Systemic barriers to employment, job modification, accommodation, work place redesign and assistive technology best practices are discussed. Students explore the future of accommodation and accessibility and the medical and social models of disability management.

Communication and Advocacy (OEL8018) (3 credits)

In this course students learn to establish rapport with various stakeholders, understand and use interview strategies and techniques, and understand group dynamics. Students examine a variety of approaches to advocacy, analyze the techniques and the ethical, professional responsibilities of advocacy and representation. Students explore self-evaluation and team building as well as techniques and strategies for having difficult conversations and advocating for positive change on behalf of individuals and communities including Indigenous perspectives. Students investigate cross cultural considerations in disability management with respect to Indigenous and culturally diverse employees and the internationalization of the workplace. Students learn their role as a leader and advocate in an organization.

Case Studies (OEL8019) (3 credits)

In this course students learn to do disability management. Through case studies and exploring best practices students develop an understanding of effective return to work processes and policy driven disability programs. Students conduct return to work programs using the various Acts and Regulations; in unionized and non-union environments. Students familiarize themselves with online resources, community resources and certifications related to disability management.

A.H.R.M. Capstone (OEL8020) (4 credits)

In this course, students complete a major capstone project, which can either be based on a topic provided by the instructor or a topic of the student's choice. All topics must be approved by the instructor before the student is permitted to begin substantial work. The end outcome of the capstone is a research paper in which students will present a detailed plan to address an accommodations-related need within a particular organization or community or present a well-explained argument for or against a specific approach to accommodations advocacy and representation.

Advanced Project Management - Strategic Leadership

Section B.22
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (2179)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Advanced Project Management - Strategic Leadership program provides theoretical and practical knowledge to manage projects in a timely and cost-effective manner. This highly sought-after skill set provides valuable project management experience that is applicable across numerous industries.

Closely aligned with the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College two-year graduate certificate program leverages the existing one-year program which introduces students to the systematic practice of managing individual and multiple projects through the application of current methods, tools, and technologies, and, in the second year of study, students in the two-year program engage in more expansive Project Management topics, including Agile, increasing the employability of graduates.

In **Semester Four**, students will apply the knowledge and skills they gained throughout the program, in a **work placement**.

Meeting the requirements of a two-year graduate certificate in Ontario in fields of study where a one-year program also exists, this two-year program incorporates a Canadian context to students' learning experience and work practice to ensure that graduates are prepared to be successful in the Canadian labour force.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, or Ontario College Advanced Diploma, or Degree, or equivalent.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates could be employed throughout the private and public sectors. Typical job titles would be:

- Project analyst
- Project Control Analyst

- Project Coordinator

EDUCATIONAL PATHS

Graduates of Sault College Business diploma programs may choose to advance into this graduate certificate program. With a full-semester work experience, the program provides exposure to the field of project management as well as networking opportunities for students. The Advanced Project Management – Strategic Leadership graduate certificate program is also a good fit for graduates of IT Studies diploma programs and Culinary Management.

Graduates will have completed courses requirements to pursue PMC certification.

PROGRAM OF STUDY

SEMESTER 1

PMC101-3 Principles of Project Management
PMC102-3 Project Cost and Procurement Management
PMC103-4 Project Planning and Scheduling
PMC104-3 Project Communication Management
PMC107-3 Business Operations
PMC108-4 Project Management and Tools

SEMESTER 2

PMC201-4 Project Leadership
PMC202-3 Project Risk Management
PMC203-6 Project Management Capstone Project
PMC204-3 Project Scope Quality Management
PMC205-4 Project Integration Simulation

SEMESTER 3

BCH102-3 Organizational Behaviour
EDI001-3 Indigenous - Equity, Diversity and Inclusion
PMC301-2 Microsoft Project
PMC302-3 Agile Management
PMC306-2 Professional Readiness for Employment in Canada
PMC307-3 Business Ethics in Canada

SEMESTER 4

PMC410-10 Internship/Capstone

Course Descriptions

Semester 1

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Cost and Procurement Management (PMC102) (3 credits)

This course provides students with tools, techniques, and knowledge on fundamental principles of project costing and budgeting including a deep discussion around contract and procurement management. This course provides guidance on effectively managing the financial aspect of the project including assessing and choosing the right project mix using financial feasibility, tools for estimating and budgeting projects, earned value techniques for monitoring financial performance of projects, and financial reporting structures for overall governance. The course also covers the project management principle of stewardship, and will discuss Project Manager skills and behaviours needed to ensure project success.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Project Communication Management (PMC104) (3 credits)

This course is designed to provide students with insight regarding project communication models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. Communication is a critical element of successful projects in development and life cycle formats, project managers must develop and execute integrated communications plans involving all project resources and stakeholders. Students will learn the core concepts as well as the project performance domains to be employed for effective project communications.

Business Operations (PMC107) (3 credits)

This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.

Project Management and Tools (PMC108) (4 credits)

This course is designed to develop critical thinking skills, enabling the student/practitioner to make effective decisions during each phase of the project life cycle. The course will offer understanding and comprehensive knowledge so student/practitioner will know when, where, and how to use the most effective project management resources for each project. Students/practitioners will also be introduced to Microsoft Project, which is a popular software of choice for project management scheduling.

Semester 2

Project Leadership (PMC201) (4 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on leadership and change management applications to demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. Students will gain insight into project leadership models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. The course emphasizes an

integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include leadership models, accountability,

Project Risk Management (PMC202) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a development approach and project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business's ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Project Management Capstone Project (PMC203) (6 credits)

This course will allow students to apply several different project management principles to a simulated project under the guidance of the instructor. A final research paper and presentation will be required, exploring a project of interest emerging from the student's individual/group program of study. Students will also be given direct feedback and learn techniques to increase effectiveness and efficiency of their project work using different theories, concepts, tools, applications, and techniques commonly used in real-life project environment. Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Scope Quality Management (PMC204) (3 credits)

Understanding project scope and its relationship to managing project requirements and project quality are cornerstone activities for any successful project. Participants study how to identify, write, analyze and manage requirements for projects and how to develop effective scope statements and deploy proven quality management tools and techniques. The course emphasizes the use of project domains and principles that are used to effectively create project success and project quality management.

Project Integration Simulation (PMC205) (4 credits)

This course provides students with rigorous simulation of the project principles and performance domains by using project principles and performance domains that exposes and elaborates various aspects of project management through realistic situational learning. This course also aims to build students' confidence to take a project from inception to a successful completion through hands-on case studies and classroom discussions. Course activities will also drive students' excitement, understanding and retention of project techniques. Students will also be given practical and hands-on approach through exercises, group discussions and assignments.

Semester 3

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Indigenous - Equity, Diversity and Inclusion (EDI001) (3 credits)

In this course, students will be introduced to Equity, Diversity and Inclusion (EDI) principles in a workplace. Students will explore the latest research, and review how organizations are embracing equity, diversity and inclusion strategies as part of organizational priorities and competitive advantages. Students will further explore the business and cultural challenges as companies strive for both diversity and inclusion.

Microsoft Project (PMC301) (2 credits)

This course provides the student with time getting comfortable with the Project 2019, including project views and the ribbon. This course starts with the basics, showing you how to create a basic project setup. A new MS Project file starts as a template, and the project manager must then fill out worksheets to define resources and tasks. This course takes you step-by-step through each part of configuring a new task and creating resources to work on those tasks. We then show you how to assign each resource to a task to ensure that it gets completed. After creating tasks and assigning resources, we move on to managing project timelines and tracking progress of each task and the project as a whole. Finally, creating and customizing reports is covered along with printing projects. The course allows time to practice fundamental basic skills essential for efficient use of this program.

Agile Management (PMC302) (3 credits)

This course allows students to explore the history, approach, and philosophy of Agile project management. You will learn how to differentiate and blend Agile and other project management approaches. This course is designed for students to learn adaptive approaches to projects, gaining improved results. Students learn the agile project management framework with an emphasis on the product owner's role. With organizational strategy as the foundation, students learn how to develop the project vision and the product roadmap, identify user roles, and write user stories. Additional topics include stakeholder identification, chartering, team development, release planning, value assignment, communication, quality, risk, and change management. Students learn by doing, using their own project for most activities.

Professional Readiness for Employment in Canada (PMC306) (2 credits)

This course offers students the opportunity to define or refine their personal and professional goals in the areas of project management and business, and initiate preparation for a placement in industry. The course will include discussion, work sessions, special speakers, interactive experiences, and the completion of a professional portfolio. A complete understanding and application of employment selection and requirements, resume writing, career planning services, cover letter preparation, professional philosophies, interviewing techniques, graduate school preparation, and final graduation requirements will be achieved by all students.

Business Ethics in Canada (PMC307) (3 credits)

This course offers an introduction into the concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, from consumer rights to corporate social responsibility and project management. Students review the major ethical issues facing project managers and managers alike. The course looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders, and sponsors. Decisions made by managers or corporate presidents may affect thousands of individuals or entire communities. Consumers today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general.

Semester 4

Internship/Capstone (PMC410) (10 credits)

This field placement provides an experiential opportunity to the Advanced Project Management student. This course includes a regular 2-hour seminar held once a week. The seminar provides instructor-led

supports to set students up for success in their placements. The unpaid field placement provides the opportunity to develop and implement tools and techniques within a variety of project management functions allowing students to apply learned concepts and principles. Students will integrate their theoretical knowledge and technical skills with career opportunities. If a placement cannot be found, the student will be offered a capstone project to complete.

Advanced Project Management - Strategic Leadership (Brampton)

Section B.23
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5927)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Advanced Project Management - Strategic Leadership program provides theoretical and practical knowledge to manage projects in a timely and cost-effective manner. This highly sought-after skill set provides valuable project management experience that is applicable across numerous industries.

Closely aligned with the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College two-year graduate certificate program leverages the existing one-year program which introduces students to the systematic practice of managing individual and multiple projects through the application of current methods, tools, and technologies, and, in the second year of study, students in the two-year program engage in more expansive Project Management topics, including Agile, increasing the employability of graduates.

In **Semester Four**, students will apply the knowledge and skills they gained throughout the program, in a **work placement**. Students will participate in either a paid work placement (co-op), or an unpaid work placement (field placement). Both options have 280 hours of participation.

Meeting the requirements of a two-year graduate certificate in Ontario in fields of study where a one-year program also exists, this two-year program incorporates a Canadian context to students' learning experience and work practice to ensure that graduates are prepared to be successful in the Canadian labour force.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, or Ontario College Advanced Diploma, or Degree, or equivalent.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates could be employed throughout the private and public sectors. Typical job titles would be:

- Project analyst
- Project Control Analyst
- Project Coordinator

EDUCATIONAL PATHS

Graduates of Sault College Business diploma programs may choose to advance into this graduate certificate program. With a full-semester work experience, the program provides exposure to the field of project management as well as networking opportunities for students. The Advanced Project Management – Strategic Leadership graduate certificate program is also a good fit for graduates of IT Studies diploma programs and Culinary Management.

Graduates will have completed courses requirements to pursue PMC certification.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

PMC101-3 Principles of Project Management
PMC102-3 Project Cost and Procurement Management
PMC103-4 Project Planning and Scheduling
PMC104-3 Project Communication Management
PMC107-3 Business Operations
PMC108-4 Project Management and Tools

SEMESTER 2

PMC201-4 Project Leadership
PMC202-3 Project Risk Management
PMC203-6 Project Management Capstone Project
PMC204-3 Project Scope Quality Management
PMC205-4 Project Integration Simulation

SEMESTER 3

BCH102-3 Organizational Behaviour
EDI001-3 Indigenous - Equity, Diversity and Inclusion
PMC301-2 Microsoft Project
PMC302-3 Agile Management
PMC306-2 Professional Readiness for Employment in Canada
PMC307-3 Business Ethics in Canada

SEMESTER 4

PMC410-10 Internship/Capstone

Electives:

In this final semester, student will enrol in either a paid co-op experience or in an unpaid field placement experience.

Course Descriptions

Semester 1

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Cost and Procurement Management (PMC102) (3 credits)

This course provides students with tools, techniques, and knowledge on fundamental principles of project costing and budgeting including a deep discussion around contract and procurement management. This course provides guidance on effectively managing the financial aspect of the project including assessing and choosing the right project mix using financial feasibility, tools for estimating and budgeting projects, earned value techniques for monitoring financial performance of projects, and financial reporting structures for overall governance. The course also covers the project management principle of stewardship, and will discuss Project Manager skills and behaviours needed to ensure project success.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Project Communication Management (PMC104) (3 credits)

This course is designed to provide students with insight regarding project communication models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. Communication is a critical element of successful projects in development and life cycle formats, project managers must develop and execute integrated communications plans involving all project resources and stakeholders. Students will learn the core concepts as well as the project performance domains to be employed for effective project communications.

Business Operations (PMC107) (3 credits)

This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and

project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.

Project Management and Tools (PMC108) (4 credits)

This course is designed to develop critical thinking skills, enabling the student/practitioner to make effective decisions during each phase of the project life cycle. The course will offer understanding and comprehensive knowledge so student/practitioner will know when, where, and how to use the most effective project management resources for each project. Students/practitioners will also be introduced to Microsoft Project, which is a popular software of choice for project management scheduling.

Semester 2

Project Leadership (PMC201) (4 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on leadership and change management applications to demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. Students will gain insight into project leadership models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include leadership models, accountability,

Project Risk Management (PMC202) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a development approach and project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business's ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Project Management Capstone Project (PMC203) (6 credits)

This course will allow students to apply several different project management principles to a simulated project under the guidance of the instructor. A final research paper and presentation will be required, exploring a project of interest emerging from the student's individual/group program of study. Students will also be given direct feedback and learn techniques to increase effectiveness and efficiency of their project work using different theories, concepts, tools, applications, and techniques commonly used in real-life project environment. Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Scope Quality Management (PMC204) (3 credits)

Understanding project scope and its relationship to managing project requirements and project quality are cornerstone activities for any successful project. Participants study how to identify, write, analyze and manage requirements for projects and how to develop effective scope statements and deploy proven quality management tools and techniques. The course emphasizes the use of project domains and principles that are used to effectively create project success and project quality management.

Project Integration Simulation (PMC205) (4 credits)

This course provides students with rigorous simulation of the project principles and performance domains by using project principles and performance domains that exposes and elaborates various aspects of project management through realistic situational learning. This course also aims to build students' confidence to take a project from inception to a successful completion through hands-on case studies and classroom discussions. Course activities will also drive students' excitement, understanding and retention of project techniques. Students will also be given practical and hands-on approach through exercises, group discussions and assignments.

Semester 3

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Indigenous - Equity, Diversity and Inclusion (EDI001) (3 credits)

In this course, students will be introduced to Equity, Diversity and Inclusion (EDI) principles in a workplace. Students will explore the latest research, and review how organizations are embracing equity, diversity and inclusion strategies as part of organizational priorities and competitive advantages. Students will further explore the business and cultural challenges as companies strive for both diversity and inclusion.

Microsoft Project (PMC301) (2 credits)

This course provides the student with time getting comfortable with the Project 2019, including project views and the ribbon. This course starts with the basics, showing you how to create a basic project setup. A new MS Project file starts as a template, and the project manager must then fill out worksheets to define resources and tasks. This course takes you step-by-step through each part of configuring a new task and creating resources to work on those tasks. We then show you how to assign each resource to a task to ensure that it gets completed. After creating tasks and assigning resources, we move on to managing project timelines and tracking progress of each task and the project as a whole. Finally, creating and customizing reports is covered along with printing projects. The course allows time to practice fundamental basic skills essential for efficient use of this program.

Agile Management (PMC302) (3 credits)

This course allows students to explore the history, approach, and philosophy of Agile project management. You will learn how to differentiate and blend Agile and other project management approaches. This course is designed for students to learn adaptive approaches to projects, gaining improved results. Students learn the agile project management framework with an emphasis on the product owner's role. With organizational strategy as the foundation, students learn how to develop the project vision and the product roadmap, identify user roles, and write user stories. Additional topics include stakeholder identification, chartering, team development, release planning, value assignment, communication, quality, risk, and change management. Students learn by doing, using their own project for most activities.

Professional Readiness for Employment in Canada (PMC306) (2 credits)

This course offers students the opportunity to define or refine their personal and professional goals in the areas of project management and business, and initiate preparation for a placement in industry. The course will include discussion, work sessions, special speakers, interactive experiences, and the completion of a professional portfolio. A complete understanding and application of employment selection and

requirements, resume writing, career planning services, cover letter preparation, professional philosophies, interviewing techniques, graduate school preparation, and final graduation requirements will be achieved by all students.

Business Ethics in Canada (PMC307) (3 credits)

This course offers an introduction into the concept of values, morality, as well as cultural beliefs and upbringing in all areas of business, from consumer rights to corporate social responsibility and project management. Students review the major ethical issues facing project managers and managers alike. The course looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders, and sponsors. Decisions made by managers or corporate presidents may affect thousands of individuals or entire communities. Consumers today expect and demand integrity, honesty, and transparency in all levels of their environment. Understanding those expectations is the key to communicating core values and behavior not only to employees, but society in general.

Semester 4

Internship/Capstone (PMC410) (10 credits)

This field placement provides an experiential opportunity to the Advanced Project Management student. This course includes a regular 2-hour seminar held once a week. The seminar provides instructor-led supports to set students up for success in their placements. The unpaid field placement provides the opportunity to develop and implement tools and techniques within a variety of project management functions allowing students to apply learned concepts and principles. Students will integrate their theoretical knowledge and technical skills with career opportunities. If a placement cannot be found, the student will be offered a capstone project to complete.

PROGRAM OVERVIEW

You have a vision for your career in business. It's exciting. The only thing left to do is set your goals and then crush them! Your path starts here.

The Business administration program at Sault College offers a comprehensive mix of the concepts and practices of today's dynamic business environments. Gain essential skills in:

- Accounting
- Marketing
- Finance
- Human resources
- Business operations
- Communication

Our well-respected instructors, guest speakers, and curriculum integrate the use of current technologies and innovative software used in today's business environments, giving you the edge you need to succeed in your career.

Add more amazing opportunities leading to your career goals with our pathways to a degree.

In the fast-paced world of business, competitive advantage is everything. Our unique 2+2 pathway to degree partnerships with universities like Algoma, Lake Superior State, Laurentian, and Vancouver Island will give you an exclusive edge, allowing you to earn your diploma right here and then continue your education in university to complete your degree in as little as two more years.

You can even choose to complete a second business diploma right here in accounting, human resources or marketing, where you'll earn two diplomas in only three years.

Business careers are diverse and in-demand. It starts here.

PROGRAM OUTCOMES

A graduate of the Business Program at Sault College will reliably demonstrate the ability to:

1. identify and discuss the impact of global issues on an organizations business opportunities by using an environmental scan.
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiatives.
3. use current concepts/systems and technologies to support an organization's business initiatives.
4. apply basic research skills to support business decision making.
5. support the planning, implementation and monitoring of projects.
6. perform work in compliance with relevant statutes, regulations and business practices.
7. explain the role of the human resource function and its impact on an organization.
8. use accounting and financial principles to support the operations of an organization.
9. describe and apply marketing and sales concepts used to support the operations of an organization.

10. outline principles of supply chain management and operations management.
11. outline and assess the components of a business plan.
12. develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Reference

Ministry of Training, Colleges and Universities, Business Program Standards (MTCU 50200, December 2012)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Our Graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,275.00	\$15,120.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of the Business or Business Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

OTHER INFORMATION

Program College Contact: Barb Bringleson, barb.bringleson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
CMM115-3 Communications I
HRM202-3 Principles of Human Resource Management
BCG110-3 Personal Development, Finance, and Brand
Electives:

Students will complete a total of three business electives, one in each of semesters 2, 3 and 4.

SEMESTER 2

BCG307-3 Project Management
BCO118-3 Computer Applications for Business I
CMM215-3 Business Communication
ECN120-3 Economics
GEN100-3 Global Citizenship
Electives:

Students will choose one business elective in semester 2.

SEMESTER 3

ACC212-3 Payroll Compliance
BCA209-4 Managerial Accounting
BCG205-4 Operations Management
BCH102-3 Organizational Behaviour
MKT312-3 Research, Data and Analytics
Electives:

Students will choose one business elective in semester 3.

SEMESTER 4

BCG202-4 Finance I
BCG204-3 Business Law
BCG210-4 Business Planning
BCG216-3 Corporate Responsibility

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Electives:

Students will choose one business elective in semester 4.

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Payroll Compliance (ACC212) (3 credits)

This course provides students with a comprehensive understanding of payroll compliance responsibilities impacting organizations, including practical payroll calculations. Upon completion of the course, students will demonstrate proficiency in interpreting payroll legislation and effectively communicating these insights to all stakeholders. The course aims to equip students with the knowledge of payroll-related legislation influencing organizations and provide practical tools to locate and apply information in diverse scenarios related to individual pay.

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Operations Management (BCG205) (4 credits)

This course is designed to give students an understanding of the functions of business operations and to develop awareness related to managerial issues and current trends/challenges in managing operations. Students develop an understanding of the important factors and some of the analytical tools that can be used to improve productivity and customer services.

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Semester 4

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Business Planning (BCG210) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market. Students will also develop a comprehensive approach to business planning and entrepreneurial strategy through guided lectures and support. They will develop critical skills in business concept development, market research, financial projections, marketing strategy, operational planning, and presentation techniques. Students will create a comprehensive business plan as they transform innovative ideas into structured, viable business proposals.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about

corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

PROGRAM OVERVIEW

Do you love putting numbers to work? A career in business accounting could be your calling. And it all adds up at Sault College.

This two-year diploma program introduces you to accounting practices and business fundamentals needed to succeed in today's business environment.

Earning your diploma in accounting, you'll learn how to execute accounting tasks from bookkeeping, personal income tax returns and preparing financial statements online while expanding your knowledge of important business concepts.

The business accounting program at Sault College is constantly evolving. Experienced instructors follow up-to-date accounting trends in Ontario and Canada, so you're prepared and at the top of your game when entering the workforce.

In the fast-paced world of business, competitive advantage is everything. With unique 2+2 pathway to degree partnerships with Algoma, Lake Superior State, Laurentian, and Vancouver Island - Nanaimo, you have the opportunity to choose a pathway to complete both your diploma and degree in as little as four years! [Click here for information about our pathways.](#)

If you aren't ready to stop there, you can choose the path to a designation with our partners CPA Ontario or CPB Canada, where our Business - Accounting program allows you to fast-track your way to an amazing career.

PROGRAM OUTCOMES

A graduate of Business Accounting Program at Sault College will reliably demonstrate the ability to:

1. record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.
2. prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.
3. contribute to recurring decision-making by applying fundamental management accounting concepts.
4. prepare individuals income tax returns and basic tax planning in compliance with relevant legislation and regulations.
5. analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.
6. analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organizations operations.
7. outline the elements of an organizations internal control system and risk management.
8. contribute to recurring decision-making by applying fundamental financial management concepts.

Reference

Ministry of Training, Colleges and Universities, Business Accounting Program Standards (MTCU 50100, September 2009)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Accounting program will be equipped for the role in operational management accounting.

The graduate will be in the position to pursue further qualifications in the Accounting and Business environment.

We have working agreements with several professional business and accounting organizations which allow students to transfer their diplomas towards credits in the professional certification.

Another opportunity is to continue their academics through university to gain a degree in business. This will allow them to pursue a professional accounting designation.

Recent graduates employed in: Lottery and Gaming Corporation, Chartered Accounting firms, Canada Custom Revenue Agency, Banking, Government Agencies, Small and Medium Business

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,275.00	\$15,120.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of the Business or Business – Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor's Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

OTHER INFORMATION

Program College Contact: Barb Bringleson, barb.bringleson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
CMM115-3 Communications I
HRM202-3 Principles of Human Resource Management
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCA102-4 Financial Accounting 2
BCG216-3 Corporate Responsibility
BCO118-3 Computer Applications for Business I
BCO119-3 Computer Applications for Business II
CMM215-3 Business Communication
ECN120-3 Economics

SEMESTER 3

ACC212-3 Payroll Compliance
BCA205-5 Intermediate Accounting I
BCA209-4 Managerial Accounting
BCG205-4 Operations Management
GEN100-3 Global Citizenship

SEMESTER 4

ACC224-4 Personal Tax
BCA203-3 Data Analytics & Accounting Information Systems
BCA207-5 Intermediate Accounting II
BCG202-4 Finance I
BCG204-3 Business Law

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposefully research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Financial Accounting 2 (BCA102) (4 credits)

In this course, students will examine, in more depth, selected assets and liabilities found on the balance sheet as well as learn to account for equity transactions involving partnerships and corporations. Assets examined include cash, accounts receivable, notes receivable, investments, plant, property, and equipment and intangibles. Liabilities studied will include short and long term bonds, notes payable, warranty liabilities and income tax liabilities.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to

contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Computer Applications for Business II (BCO119) (3 credits)

This course introduces students to Computerized Financial Management applications used by managers, supervisors and employees in the daily operational decision-making process. Students will gain practical hands-on experience recording business transactions in the General Ledger, Receivables, Payables, Payroll, Inventory and Banking modules. Students will also calculate and account for sales taxes, gain an understanding of project costing as well as month-end and year-end processing.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Semester 3

Payroll Compliance (ACC212) (3 credits)

This course provides students with a comprehensive understanding of payroll compliance responsibilities impacting organizations, including practical payroll calculations. Upon completion of the course, students will demonstrate proficiency in interpreting payroll legislation and effectively communicating these insights to all stakeholders. The course aims to equip students with the knowledge of payroll-related legislation influencing organizations and provide practical tools to locate and apply information in diverse scenarios related to individual pay.

Intermediate Accounting I (BCA205) (5 credits)

In this course, students will acquire a comprehensive overview of topics and concepts in financial accounting at an intermediate level of complexity. They will learn about the accounting standards and conceptual framework for private and publicly accountable enterprises by completing, identifying and applying the proper presentation and disclosure requirements for all financial statements under ASPE and IFRS. Students will focus on the asset section of the balance sheet and examine such topics as cash and receivables, inventory, property, plant and equipment, intangible assets, goodwill and investments.

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Operations Management (BCG205) (4 credits)

This course is designed to give students an understanding of the functions of business operations and to develop awareness related to managerial issues and current trends/challenges in managing operations. Students develop an understanding of the important factors and some of the analytical tools that can be used to improve productivity and customer services.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4**Personal Tax (ACC224) (4 credits)**

In this course, students will acquire a basic working knowledge of the Canadian Income Tax System. The students will become familiar with theoretical concepts and technical rules in the Income Tax Act, specifically those applicable to individual taxpayers, and learn to apply them to the determination of net and taxable income and to the calculation of income taxes payable. Students will use the knowledge acquired to prepare a personal income tax return using tax software.

Data Analytics & Accounting Information Systems (BCA203) (3 credits)

In this course, students will be introduced to the core concepts and use of computer-based information systems in management and accounting as well as gain an understanding of the importance of internal controls and process documentation in creating, sharing and protecting information. This course will also enhance students' knowledge of data analytics, or acquiring, processing and visualizing data to obtain business insights and improve decision making.

Intermediate Accounting II (BCA207) (5 credits)

In this course, students will be introduced to the concepts and procedures required to account for shareholders' equity, earnings per share, leases and pensions. An intermediate level examination of current and long term liabilities, complex financial instruments, income taxes, accounting changes, and other measurement and disclosure issues will be examined. The students will be required to identify and

apply the proper disclosure requirements for all required financial statements under ASPE (Accounting Standards for Private Enterprises) and under IFRS (International Financial Reporting Standards).

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Ontario College Diploma (2 Years - 4 Semesters) (2041)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Business - Human Resources program at Sault College offers a comprehensive mix of concepts and practices to carry out human resources functions within the Canadian business environment.

Human Resources professionals develop, implement and evaluate human resources and labour relations policies, programs and procedures, and advise employers on human resources matters.

If you want to continue your education and advance your career, we have so many options for you to show your skills and stand out as a human resources professional. From earning two diplomas right here in three years to a professional CHRP designation to a 2+2 pathway to a degree, we have your path here.

PROGRAM OUTCOMES

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status. Applicants whose first language is not English must provide proof of English proficiency. Sault College accepts the TOEFL or IELTS, or equivalent test to satisfy our English admission requirements. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

The Business-Human Resource program adds to the program compliment of the Sault College School of Business. As the first semester shared courses with other Business Diploma programs as well as the Business Fundamentals Certificate program, students may transfer from one program to the other following first semester.

Upon completion of the diploma program, a graduate may choose to continue into one of the Ontario College Graduate Certificate programs at Sault. Options include:

- Global Business Management (two years)
- Program Management
- Supply Chain Management
- Health Care Administration

CAREER PATHS

Employment opportunities are available throughout the private and public sectors or graduates may be self employed.

OTHER INFORMATION

Program College Contact: Barb Bringleson, barb.bringleson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
CMM115-3 Communications I
HRM202-3 Principles of Human Resource Management
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCG307-3 Project Management
BCO118-3 Computer Applications for Business I
CMM215-3 Business Communication
ECN120-3 Economics
GEN100-3 Global Citizenship

Select one of the following:

GEN110: Student Selected General Education

Electives:

Students will complete one business elective in semester 2.

SEMESTER 3

BCA209-4 Managerial Accounting
BCH102-3 Organizational Behaviour
HRM301-3 Training and Development
HRM302-3 Occupational Health and Safety
HRM303-3 Employment Law
HRM304-3 Recruitment and Selection

SEMESTER 4

BCG210-4 Business Planning
HRM401-3 Employee Relations
HRM402-3 Compensation and Benefits
HRM403-3 Performance Management
HRM404-3 Human Resources Planning & Development
HRM405-3 Labour Relations

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial

statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI)

and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Training and Development (HRM301) (3 credits)

This course is based on the premise that people are the most valuable resource of the organization. In this course, students will explore the current issues and trends in employee and labour training and

development, learn about the importance of training programs and how they contribute to the corporate well-being and development of an organization and its employees. Students will examine and apply effective training design in the development of a training program. They will conduct a needs assessment, develop a training program, and evaluate its effectiveness. They will be introduced to adult learning principles and a variety of training methods including the application of technology in training programs.

Occupational Health and Safety (HRM302) (3 credits)

This course introduces students to the field of occupational health and safety, with a focus on creating healthy workplaces. Students will focus on Ontario legislation, and its system partners. Students will learn the six hazard categories and the process of recognizing, assessing, controlling, and evaluating hazard controls. Students will be introduced to occupational health and safety management systems, disability management, emergency preparedness, and incident investigation.

Employment Law (HRM303) (3 credits)

In this course, students will be introduced to and explore laws affecting employment in Canada with a focus on Ontario. Students will gain an appreciation for laws in the workplace to ensure efficient and fair operation. Important topics will include employment standards, human rights, legal risk management, employment equity, conditions of employment contracts, occupational health and safety, compensation, and performance evaluation and termination.

Recruitment and Selection (HRM304) (3 credits)

In this course, students will explore the recruitment and selection process within an organization. Students will consider alignment with organizational strategic goals that build an effective workforce. Students will explore assessment tools and interviewing skills toward developing an effective and comprehensive recruitment and selection plan that lead to and support an organization's competitiveness.

Semester 4

Business Planning (BCG210) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market. Students will also develop a comprehensive approach to business planning and entrepreneurial strategy through guided lectures and support. They will develop critical skills in business concept development, market research, financial projections, marketing strategy, operational planning, and presentation techniques. Students will create a comprehensive business plan as they transform innovative ideas into structured, viable business proposals.

Employee Relations (HRM401) (3 credits)

In this course, students will gain the essential skills and knowledge in labour and employee relations. Students will explore the significance of employee relations, alignment to performance management, and in advancing organizational strategic goals. Topics covered include the process and administration of employee performance, the link between job design, awards and employee performance, coaching and counselling, and employee discipline and termination.

Compensation and Benefits (HRM402) (3 credits)

In this course, students will explore the processes, issues and techniques involved in administering a compensations system and the linkages between the compensation function and the organizational management process. Students will work toward an understanding of the objectives, policies, and standards necessary to meet the strategic goals of organizations, individual employee needs and how the compensation system design is necessary to attract, retain and motivate the required workforce.

Performance Management (HRM403) (3 credits)

In this course, students will explore and practice varying types of performance appraisal strategies and processes. Topics include determining skill sets required for various jobs, performance indicators and measures, setting goals and objectives, facilitating performance improvements, addressing poor performance, wrongful dismissal, probationary review, progressive discipline, and termination.

Human Resources Planning & Development (HRM404) (3 credits)

In this course, students will gain the knowledge and skills necessary to effectively plan, develop, and manage the human resources of an organization. Students will learn the basic concepts and theories of human resources planning and development and will explore the strategic HR planning process, which involves aligning HR strategies with overall organizational goals. Students will encounter a variety of obstacles and requirements including adjusting the size of organizations, adapting to technological advancements, repositioning companies, containing costs, enhancing productivity, and dealing with outcomes such as staff relocation, outplacement, and retraining. Students will also learn how to use HR metrics and analytics to measure the effectiveness of HR programs and initiatives.

Labour Relations (HRM405) (3 credits)

This course provides students with a working knowledge of the institutions and processes (both regulatory and non-regulatory) that govern the relationship between employers and employees in Ontario. Students will comprehensively explore the human resources implications of the labour relations system by examining the factors in labour relations, the environmental factors impacting the parties, the establishment and maintenance of bargaining rights, contract negotiations, and the administration of the collective agreement.

PROGRAM OVERVIEW

The Business – Marketing program will prepare you to carry out marketing functions within the Canadian and global business environment.

Through a blend of business and marketing-focused learning outcomes, you will gain the skills needed to succeed in a variety of professional roles.

This two-year diploma program will allow you to successfully assess, analyze, and evaluate marketing strategies for products and services, ensuring effective promotion, pricing, placement, and distribution. You'll also gain the skills to contribute to the creation of marketing and integrated marketing communications plans while supporting business plan implementation.

With strong communication, research, relational, and computational skills, you'll play a key role in driving marketing functions within an organization. With a growing focus on creative problem-solving, innovation, and entrepreneurial thinking within marketing, your ability to monitor emerging trends and technologies to enhance marketing results and identify new opportunities for growth will be key to success in your career.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status. Applicants whose first language is not English must provide proof of English proficiency. Sault College accepts the TOEFL or IELTS, or equivalent test to satisfy our English admission requirements. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of Business - Marketing Programs carry out marketing functions within the Canadian business environment. Graduates therefore demonstrated achievement of vocational learning outcomes which relate to both business in general and marketing in particular. Employment opportunities are available in advertising, marketing, public relations, media relations. Graduates may be employed by consulting firms, advertising agencies, corporations, associations, government, social agencies, museums, public interest groups or may be self employed.

OTHER INFORMATION

Program College Contact: Barb Bringleeson, barb.bringleeson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
CMM115-3 Communications I
HRM202-3 Principles of Human Resource Management
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCG307-3 Project Management
BCO118-3 Computer Applications for Business I
CMM215-3 Business Communication
ECN120-3 Economics
MKT214-3 Marketing Strategy
MKT215-3 Introduction to Creative Applications

SEMESTER 3

BCH102-3 Organizational Behaviour
MKT310-3 Advertising and Media Management
MKT311-3 CRM and Targeted Marketing
MKT312-3 Research, Data and Analytics
GEN100-3 Global Citizenship
Electives:

Students will complete one business elective in semester 3 of the program.

SEMESTER 4

BCG204-3 Business Law
BCG210-4 Business Planning
BCG216-3 Corporate Responsibility
MKT401-3 Digital and Social Media Marketing
MKT403-3 Public Relations Strategies

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices,

examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications

which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Marketing Strategy (MKT214) (3 credits)

In this course, students will be introduced to the varying elements of the marketing communications and varying components of the marketing mix. Students will learn and explore various forms of communications and how an organization uses marketing communications to support organizational strategies and opportunities.

Introduction to Creative Applications (MKT215) (3 credits)

In this course, students will be introduced to and explore the technology and tools that are used by marketing professionals to develop marketing materials such as logos, advertisements and marketing materials. Students will gain a foundational understanding of graphic design principles used in the creation of print and digital media.

Semester 3

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Advertising and Media Management (MKT310) (3 credits)

In this course, students will be introduced to and explore the advertising industry and how advertising contributes to marketing and business objectives. Students will learn the planning process for media campaigns designed to meet organizational strategic objectives. Students will practice creating media strategies to develop persuasive communication skills.

CRM and Targeted Marketing (MKT311) (3 credits)

In this course, students will explore the field of Customer Relationship Management (CRM) as a business strategy for maximizing shareholder value through acquiring, enhancing and retaining desired customers from a strategic marketing perspective. Students will examine the concepts, processes and technologies an organization uses to achieve superior performance through client intelligence. Students will review real-life examples to illustrate strategic plans, business objectives and best practices.

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing

professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Business Planning (BCG210) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market. Students will also develop a comprehensive approach to business planning and entrepreneurial strategy through guided lectures and support. They will develop critical skills in business concept development, market research, financial projections, marketing strategy, operational planning, and presentation techniques. Students will create a comprehensive business plan as they transform innovative ideas into structured, viable business proposals.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Digital and Social Media Marketing (MKT401) (3 credits)

In this course, students will focus on digital and social media marketing strategies using a range of online marketing tools. Students will consider key elements of content creation, user engagement, and effective promotion and communication in a digital format. Students will also explore search engine optimization and analytics that contribute toward and effective marketing strategy.

Public Relations Strategies (MKT403) (3 credits)

This course will provide students with the history and development of public relations as a key operational

component in organizations. Students will be provided with the opportunity to understand and create various public relations strategies aimed at reactively and proactively supporting the needs of their company, institution or organization. Students will gain an awareness of the importance of public relations planning within an organization through increased awareness of the organizations image, positive benefits to the community and stakeholders, and the management of issues. The course will provide students with the opportunity to examine and discuss real life examples of effective public relations strategies, and strategies that have failed.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

PROGRAM OVERVIEW

You have a vision for your career in business. It's exciting. The only thing left to do is set your goals and then crush them! Your path starts here.

The Business administration program at Sault College offers a comprehensive mix of the concepts and practices of today's dynamic business environments. Gain essential skills in: Accounting, Marketing, Finance, Human Resources, Business Operations, Communication.

Our well-respected instructors, guest speakers, and curriculum integrate the use of current technologies and innovative software used in today's business environments, giving you the edge you need to succeed in your career.

Experience why the Sault College Business program is consistently ranked higher than the provincial program average in student satisfaction and employer satisfaction.*

Add more amazing opportunities to your career path with Two Plus Two

In the fast-paced world of business, competitive advantage is everything. Our unique, Two Plus Two partnerships with Algoma University, Laurentian University, and Lake Superior State University will give you an exclusive edge, allowing you to earn your diploma and a university degree in just four years!

Business careers are diverse and in-demand: It starts here.

PROGRAM OUTCOMES

A graduate of the Business Program at Sault College will reliably demonstrate the ability to:

1. identify and discuss the impact of global issues on an organizations business opportunities by using an environmental scan.
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiatives.
3. use current concepts/systems and technologies to support an organization`s business initiatives.
4. apply basic research skills to support business decision making.
5. support the planning, implementation and monitoring of projects.
6. perform work in compliance with relevant statutes, regulations and business practices.
7. explain the role of the human resource function and its impact on an organization.
8. use accounting and financial principles to support the operations of an organization.
9. describe and apply marketing and sales concepts used to support the operations of an organization.
10. outline principles of supply chain management and operations management.
11. outline and assess the components of a business plan.
12. develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Reference

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Our Graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

EDUCATIONAL PATHS

Graduates of the Business, Business Management or Business Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

OTHER INFORMATION

Program Contact: Carolyn Hepburn, (705) 759-2554 ext 2499, carolyn.hepburn@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCG101-3 Introduction to Business Concepts
BCO101-4 Business Math
BCO118-3 Computer Applications for Business I
CMM115-3 Communications I
GEN100-3 Global Citizenship
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCA101-4 Introduction to Financial Accounting
BCH101-3 Introduction to Human Resources
BCM101-3 Introduction to Marketing
CMM215-3 Business Communication
ECN120-3 Economics

SEMESTER 3

ACC212-3 Payroll Compliance
BCA209-4 Managerial Accounting

BCG203-3 Entrepreneurship
BCG205-4 Operations Management
BCH102-3 Organizational Behaviour
MKT312-3 Research, Data and Analytics

SEMESTER 4

BCG202-4 Finance I
BCG204-3 Business Law
BCG207-4 Business Simulation
BCG216-3 Corporate Responsibility
BCG307-3 Project Management

Course Descriptions

Semester 1

Introduction to Business Concepts (BCG101) (3 credits)

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed.

Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Human Resources (BCH101) (3 credits)

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Semester 3

Payroll Compliance (ACC212) (3 credits)

This course provides students with a comprehensive understanding of payroll compliance responsibilities

impacting organizations, including practical payroll calculations. Upon completion of the course, students will demonstrate proficiency in interpreting payroll legislation and effectively communicating these insights to all stakeholders. The course aims to equip students with the knowledge of payroll-related legislation influencing organizations and provide practical tools to locate and apply information in diverse scenarios related to individual pay.

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Entrepreneurship (BCG203) (3 credits)

This course introduces students to the nature of business and entrepreneurship. Students will obtain an overview of entrepreneurship and the entrepreneurial process then expand into key concepts including business types, customers, marketing, financials and human resources. The options of franchising and purchasing existing businesses are also covered in this course. Students will outline and assess the components of a Business Plan.

Operations Management (BCG205) (4 credits)

This course is designed to give students an understanding of the functions of business operations and to develop awareness related to managerial issues and current trends/challenges in managing operations. Students develop an understanding of the important factors and some of the analytical tools that can be used to improve productivity and customer services.

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Semester 4

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Business Simulation (BCG207) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Business (Online Program Delivery)

Section B.29
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (2735)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Sault College Business program specializes in providing you with the best education possible in the competitive world of business. Sault College's unique geographic location, bordering the United States, allows us the opportunity to provide a global perspective to the important study of business. Our well-respected instructors and curriculum integrate the use of current technologies and innovative software in a simulation of the real world of business, giving you the edge you need to succeed. 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.

PROGRAM OUTCOMES

A graduate of the Business Program at Sault College will reliably demonstrate the ability to:

1. identify and discuss the impact of global issues on an organizations business opportunities by using an environmental scan.
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiatives.
3. use current concepts/systems and technologies to support an organization's business initiatives.
4. apply basic research skills to support business decision making.
5. support the planning, implementation and monitoring of projects.
6. perform work in compliance with relevant statutes, regulations and business practices.
7. explain the role of the human resource function and its impact on an organization.
8. use accounting and financial principles to support the operations of an organization.
9. describe and apply marketing and sales concepts used to support the operations of an organization.
10. outline principles of supply chain management and operations management.
11. outline and assess the components of a business plan.
12. develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Reference

Ministry of Training, Colleges and Universities, Business Program Standards (MTCU 50200, December 2012)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Our Graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

The fees below are approximate fees, subject to change, for three consecutive semesters of the online program.

OTHER INFORMATION

Please note this program is delivered in a fully-online format through Ontario Learn.

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1024-3 Accounting Basics I
OEL1172-3 Excel
OEL1201-3 Introduction to Business
OEL1414-4 Human Resource Management Principles
OEL335-3 Communications I
OEL629-3 Business Math
OEL768-3 Marketing 1

SEMESTER 2

OEL1016-3 Cost & Managerial Accounting 1
OEL106-3 Business Report Writing
OEL1229-3 Computerized Accounting
OEL149-3 Microeconomics - Introduction
OEL464-3 Marketing 2
OEL661-4 Finance and Accounting Math
OEL854-3 Global Citizenship

SEMESTER 3

OEL1015-3 Personal Selling
OEL1060-3 Ethical Issues in Business
OEL1454-3 Supply Chain Administration
OEL176-4 Statistics
OEL233-3 Macroeconomics - Introduction
OEL729-3 Intro to Business Management and Organizational Behaviour

SEMESTER 4

OEL108-3 Business Law I
OEL138-3 Entrepreneurship

OEL1405-3 Introduction to Project Management
OEL856-2 Finance (LDS)
OEL877-3 Business Simulation
OEL1128-4 Managing the Small Business

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Accounting Basics I (OEL1024) (3 credits)

This course introduces the student to how accounting information is used by, and meets the needs of both internal and external users through effective and efficient communication as well as what accounting information is required by a business concern to reflect clearly the operating results of the enterprise over its operating life. Throughout the course, students will be introduced to generally accepted accounting principles, the interpretation and preparation of financial statements and how this information is recorded in the various business records.

Excel (OEL1172) (3 credits)

Learn to use Microsoft Excel to create and format spreadsheets in order to analyze data and make more informed business decisions. You will discover how to; create, edit, format and print workbooks; use mathematical formulas and functions; create and format charts and shapes; insert images; cut, copy and paste data.

Introduction to Business (OEL1201) (3 credits)

Students will get a great overview on all the functions of a business and how they interact. This course is designed to help the learner understand the role of business in Canada by focusing on the basics of management, and organizational theory and structure.

Human Resource Management Principles (OEL1414) (4 credits)

Specific focus is on the factors that affect the overall atmosphere in the workplace and that which contributes to an environment conducive to maximum productivity. Students will be introduced to effective strategies for hiring, motivating, managing, training, and retaining staff. Students will study the following topics: the strategic importance of Human Resources and the role of the HR Manager; competitive challenges facing Human Resources; job analysis and design; Human Resources planning; recruitment and selection; orientation and training; employee relations; performance management; compensation; employee benefits and services; labour relations; health and safety; equity and diversity; and international human resources management. Significant emphasis will be placed on the team approach to creative problem-solving techniques and their application to selected case studies and a project that replicates actual on-the-job activities. Successful completion of this course, with a minimum final grade of 65%, will qualify as an approved credit towards the academic component of either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designations granted by the Human Resources Professionals Association (HRPA).

Communications I (OEL335) (3 credits)

In this course, students will develop their application of contemporary English grammar standards and organizational writing patterns, which together create a strong foundation for organizing and writing tasks in subsequent communications courses.

Business Math (OEL629) (3 credits)

This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment. This course is to prepare students for later courses in Business, Finance and Accounting.

Marketing 1 (OEL768) (3 credits)

Marketing 1 is the first course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: marketing process and marketing environments; marketing planning and information collection processes; buyer behaviour and targeting strategies; and marketing mix (two components of the mix are discussed: product and price).

Semester 2

Cost & Managerial Accounting 1 (OEL1016) (3 credits)

This course introduces managerial accounting concepts and terminology including the elements of a job costing system, the application of cost-volume-profit analysis the application of relevant costs to special decisions, including how they fit with the preparation of master budgets.

Business Report Writing (OEL106) (3 credits)

Business writing requires the use of simple words and concise sentences. Throughout the course, students will practice clear and concise writing skills by crafting common business reports. Assignments include creating business letters, memos, briefing notes, and proposals. Students will require a firm mastery of the English language and proficient writing skills.

Computerized Accounting (OEL1229) (3 credits)

This course introduces students to a multi-module accounting software program designed for small to medium-sized businesses. Students will use the software and their knowledge of Generally Accepted Accounting Principles (GAAP) to create and maintain accounting records, including period-end procedures and the creation of financial statements for sole proprietorships. Formally known as Sage 50 – (Uses Sage 50)

Microeconomics - Introduction (OEL149) (3 credits)

Knowledge of contemporary microeconomics issues is essential to understanding the world we live in. Students examine fundamental microeconomic principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Students examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures, as well as evaluate the effects of government intervention in the economic marketplace.

Marketing 2 (OEL464) (3 credits)

Marketing 2 is the second course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: price strategy and management; distribution management; marketing communications; and emerging directions in marketing. The first three segments of Marketing 2 provides coverage of the remaining components of the marketing mix that was introduced in Marketing 1.

Finance and Accounting Math (OEL661) (4 credits)

This course introduces the student to the concepts and procedures of the time value of money calculations used in Mathematics of Finance. It covers topics in simple interest, compound interest, simple and general

annuities, bonds and cost-benefit analysis.

Global Citizenship (OEL854) (3 credits)

The world is shrinking. The ice caps are melting. A sneeze, thousands of kilometres away, starts a health pandemic, and technology enables us to intimately view not only earthquakes and tsunamis but human rights violations around the world. This reality calls for an understanding of sustainability, diversity, and social justice. A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help student's *gain personal understanding of themselves as citizens of the world* and apply it in their own lives.

This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Personal Selling (OEL1015) (3 credits)

This course is designed to provide students with the an introduction to the sales process and is intended to help students to develop their selling, communication, and negotiation skills in order to be successful in a sales career. Topics presented include: the steps in the selling process, ethical issues in selling, the importance of the sales function, and integrating technology in the sales process. Students also learn how to develop negotiation skills, establish successful customer relationships, develop winning communication skills in a variety of presentation situations. This course is highly interactive and each student will be expected to fully participate online. Each student will be required to prepare and deliver a sales presentation as a part of this course.

Ethical Issues in Business (OEL1060) (3 credits)

Students will be introduced to the study of Ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class. Reports and presentations of various cases will be used to determine the student's grades.

Supply Chain Administration (OEL1454) (3 credits)

Supply Chain Administration answers the question: "What is a supply chain?" This course examines the core concepts and techniques across the supply chain. This includes the examination of the connections between strategic objectives, stakeholder expectations, and process management. It also explores the planning and inventory components of the supply chain.

Statistics (OEL176) (4 credits)

This statistics course covers organization and graphing of data, measures of location and variation, probability and sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software for this course will not operate on a MAC computer.

Macroeconomics - Introduction (OEL233) (3 credits)

Knowledge of contemporary macroeconomic issues is essential to understanding the world we live in. Students investigate fundamental macroeconomics principals with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Through a combination of instruction and practical application, students examine unemployment, inflation and economic growth as well as evaluate government use of fiscal and monetary policy in dealing with these key macroeconomic

issues. In addition to this, Canada's international economic relationships are explored. Individual assignments and formal examinations are used to assess student knowledge of key objectives.

Intro to Business Management and Organizational Behaviour (OEL729) (3 credits)

This subject is an examination of the contemporary Canadian business environment including the organization, leadership and management decision process which influences the behaviour of individuals and groups. Increased global competition, technological change and the rising expectations of both employees and employers have underlined the need for improved and more effective leadership. This subject provides a better understanding of this process.

Semester 4

Business Law I (OEL108) (3 credits)

Students are prepared for a business environment increasingly affected by laws. They learn how laws must be understood and applied by management in the conduct of business. They also learn how to analyze a business situation from a general legal perspective. Emphasis is placed on methods of dispute resolution, contracts, torts, employment law, methods of carrying on business, creditors' rights, sale of goods and marketing law.

Entrepreneurship (OEL138) (3 credits)

This course will cover a wide variety of topics for those interested in starting, or seeking employment in, a small business. The course will capture the entrepreneurial spirit, and students will get first-hand exposure to the benefits and drawbacks of starting a new business and being your own boss. Issues pervasive in small businesses such as spotting trends or taking advantage of niche business opportunities will be discussed and factored into class exercises. Students will have the opportunity to practice start-up skills through feasibility analysis, the idea pitch, defining markets, targeting customers, operations, and deciding on which type of business to start. The ability to maintain and sustain operations of a small business will be experienced with particular attention to budgeting, forecasting, and cash management. In this course, students will have an authentic opportunity to test their entrepreneurial skills through a real business venture.

Introduction to Project Management (OEL1405) (3 credits)

Project management practitioners need to understand the established industry norms, methods, and practices for managing all stages of the project life cycle and its related processes. Students are introduced to the fundamental principles of project management, such as project strategy, selection, scheduling, risk management, quality assurance, performance measurement, audit and closure. By participating in discussions, analyzing readings, and conducting preliminary research, students acquire a working understanding of project management knowledge and theory.

Finance (LDS) (OEL856) (2 credits)

Leaders in any organization need to understand the cost of doing business. Financial documents are used to explain how money is used in a business and can be interpreted to predict an organization's success. The ethical and effective use of financial statements and ratio calculations for forecasting and budget preparation can ensure investments or withdrawals within an organization will produce a healthy return or mitigate decline in other areas. Knowing the processes for assessing ROI, creating a budget and anticipating variances are critical in any organization in order to make effective decisions.

Business Simulation (OEL877) (3 credits)

Students will use the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation) Students will co-manage the operations of a Simulated Business competing in a

national, regional or global market.

Managing the Small Business (OEL1128) (4 credits)

This course introduces the student to best practices associated with managing the small firm. Students are exposed to universal and timeless theories/methods that cut across all major aspects of dealing with people, data and systems. Content and process skills will be conveyed including decision making, presenting arguments, building teams, introducing change, and providing leadership.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Business (Rainy Lake)

Section B.30
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (2047)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

You have a vision for your career in business. It's exciting. The only thing left to do is set your goals and then crush them! Your path starts here.

The Business administration program at Sault College offers a comprehensive mix of the concepts and practices of today's dynamic business environments. Gain essential skills in: Accounting, Marketing, Finance, Human Resources, Business Operations, Communication.

Business careers are diverse and in-demand: It starts here.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Our graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$970.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This program runs out of the Rainy Lake Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

BCG101-3 Introduction to Business Concepts
BCO101-4 Business Math
BCO118-3 Computer Applications for Business I
CMM115-3 Communications I
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCA101-4 Introduction to Financial Accounting
BCH101-3 Introduction to Human Resources
BCM101-3 Introduction to Marketing
CMM215-3 Business Communication
ECN120-3 Economics
GEN100-3 Global Citizenship

SEMESTER 3

ACC212-3 Payroll Compliance
BCA209-4 Managerial Accounting
BCG203-3 Entrepreneurship
BCG205-4 Operations Management
BCH102-3 Organizational Behaviour
MKT312-3 Research, Data and Analytics

SEMESTER 4

BCG202-4 Finance I
BCG204-3 Business Law
BCG207-4 Business Simulation
BCG216-3 Corporate Responsibility
BCG307-3 Project Management

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Introduction to Business Concepts (BCG101) (3 credits)

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Human Resources (BCH101) (3 credits)

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing

structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Payroll Compliance (ACC212) (3 credits)

This course provides students with a comprehensive understanding of payroll compliance responsibilities impacting organizations, including practical payroll calculations. Upon completion of the course, students will demonstrate proficiency in interpreting payroll legislation and effectively communicating these insights to all stakeholders. The course aims to equip students with the knowledge of payroll-related legislation influencing organizations and provide practical tools to locate and apply information in diverse scenarios related to individual pay.

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Entrepreneurship (BCG203) (3 credits)

This course introduces students to the nature of business and entrepreneurship. Students will obtain an overview of entrepreneurship and the entrepreneurial process then expand into key concepts including business types, customers, marketing, financials and human resources. The options of franchising and purchasing existing businesses are also covered in this course. Students will outline and assess the components of a Business Plan.

Operations Management (BCG205) (4 credits)

This course is designed to give students an understanding of the functions of business operations and to develop awareness related to managerial issues and current trends/challenges in managing operations. Students develop an understanding of the important factors and some of the analytical tools that can be used to improve productivity and customer services.

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Semester 4

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Business Simulation (BCG207) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study

approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Ontario College Diploma (2 Years - 4 Semesters) (5935)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

You have a vision for your career in business. It's exciting. The only thing left to do is set your goals and then crush them! Your path starts here.

The Business administration program at Sault College offers a comprehensive mix of the concepts and practices of today's dynamic business environments. Gain essential skills in:

- Accounting
- Marketing
- Finance
- Human resources
- Business operations
- Communication

Our well-respected instructors, guest speakers, and curriculum integrate the use of current technologies and innovative software used in today's business environments, giving you the edge you need to succeed in your career.

Experience why the Sault College Business program is consistently ranked higher than the provincial program average in student satisfaction and employer satisfaction.*

Add more amazing opportunities to your career path with Two Plus Two. In the fast-paced world of business, competitive advantage is everything. Our unique, Two Plus Two partnerships with Algoma University, Laurentian University, and Lake Superior State University will give you an exclusive edge, allowing you to earn your diploma and a university degree in just four years!

Business careers are diverse and in-demand: It starts here.

PROGRAM OUTCOMES

A graduate of the Business Program at Sault College will reliably demonstrate the ability to:

1. identify and discuss the impact of global issues on an organizations business opportunities by using an environmental scan.
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiatives.
3. use current concepts/systems and technologies to support an organization`s business initiatives.
4. apply basic research skills to support business decision making.
5. support the planning, implementation and monitoring of projects.
6. perform work in compliance with relevant statutes, regulations and business practices.
7. explain the role of the human resource function and its impact on an organization.
8. use accounting and financial principles to support the operations of an organization.
9. describe and apply marketing and sales concepts used to support the operations of an organization.
10. outline principles of supply chain management and operations management.
11. outline and assess the components of a business plan.
12. develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Reference

Ministry of Training, Colleges and Universities, Business Program Standards (MTCU 50200, December 2012)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Our Graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

EDUCATIONAL PATHS

Graduates of the Business, Business Management or Business Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

BCG101-3 Introduction to Business Concepts
BCO101-4 Business Math
BCO118-3 Computer Applications for Business I
CMM115-3 Communications I
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCA101-4 Introduction to Financial Accounting
BCH101-3 Introduction to Human Resources
BCM101-3 Introduction to Marketing
CMM215-3 Business Communication
ECN120-3 Economics
GEN100-3 Global Citizenship

SEMESTER 3

ACC212-3 Payroll Compliance
BCA209-4 Managerial Accounting
BCG203-3 Entrepreneurship
BCG205-4 Operations Management
BCH102-3 Organizational Behaviour
MKT312-3 Research, Data and Analytics

SEMESTER 4

BCG202-4 Finance I
BCG203-3 Entrepreneurship
BCG204-3 Business Law
BCG207-4 Business Simulation
BCG216-3 Corporate Responsibility
BCG307-3 Project Management

Course Descriptions

Semester 1

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In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

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In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

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In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for

Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Human Resources (BCH101) (3 credits)

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Payroll Compliance (ACC212) (3 credits)

This course provides students with a comprehensive understanding of payroll compliance responsibilities impacting organizations, including practical payroll calculations. Upon completion of the course, students will demonstrate proficiency in interpreting payroll legislation and effectively communicating these insights to all stakeholders. The course aims to equip students with the knowledge of payroll-related legislation influencing organizations and provide practical tools to locate and apply information in diverse scenarios related to individual pay.

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Entrepreneurship (BCG203) (3 credits)

This course introduces students to the nature of business and entrepreneurship. Students will obtain an overview of entrepreneurship and the entrepreneurial process then expand into key concepts including business types, customers, marketing, financials and human resources. The options of franchising and purchasing existing businesses are also covered in this course. Students will outline and assess the components of a Business Plan.

Operations Management (BCG205) (4 credits)

This course is designed to give students an understanding of the functions of business operations and to develop awareness related to managerial issues and current trends/challenges in managing operations. Students develop an understanding of the important factors and some of the analytical tools that can be used to improve productivity and customer services.

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential

impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Semester 4

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Entrepreneurship (BCG203) (3 credits)

This course introduces students to the nature of business and entrepreneurship. Students will obtain an overview of entrepreneurship and the entrepreneurial process then expand into key concepts including business types, customers, marketing, financials and human resources. The options of franchising and purchasing existing businesses are also covered in this course. Students will outline and assess the components of a Business Plan.

Business Law (BCG204) (3 credits)

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Business Simulation (BCG207) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Certificate (2005)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate is designed for tradespersons who would like to develop the skills needed to manage a trades business.

Learners will develop a variety of relevant business-related knowledge and skills including operations, planning, finance, marketing, human resources, health and safety, and ethics. Graduates will be well-positioned to manage a small to medium-sized trades-related business, to start their own trades-related business, or to use their newly developed skills and knowledge to improve their existing business.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance and Certificate Requirements

- Students must have an Ontario Secondary School Diploma (OSSD), or equivalent, and be 19 years of age or older.
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Business for trades certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1292-3 Building and Maintaining Customer Relationships

OEL1294-3 Occupational Health and Safety

OEL1295-3 Marketing a Trades Business

OEL1296-3 Operating a Trades Business

OEL851-2 Human Relations

Electives:

Choose one elective:

OEL1293 - Financial Processes in the Trades

OEL856 - Finance LDS

Course Descriptions

Semester 1

Building and Maintaining Customer Relationships (OEL1292) (3 credits)

Students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs and fostering an environment that encourages customers to return.

Occupational Health and Safety (OEL1294) (3 credits)

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues--technical, legislative, political, and personal--are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs

Marketing a Trades Business (OEL1295) (3 credits)

Business owners in trades, such as plumbing, automotive service, heating and cooling repair, electrical contracting and carpentry have a difficult task in marketing their business. This course provides a brief overview of selected marketing theory before engaging participants directly in practical exercises on how to improve a trades business through proven marketing strategies. Participants will understand how service marketing in a trades business differs from traditional product marketing, and the enormous impact that the individual's personal brand has on the company. Through a self-analysis exercise and a competitive analysis, participants will determine where they fit in the market. The importance of networking and referrals will be emphasized. Participants will also consider various messaging and media options that resonate best with trades customers. Finally, participants will consider their specific trade to create a streamlined plan of action to promote their services.

Operating a Trades Business (OEL1296) (3 credits)

Students are introduced to general considerations, and unique facets in the operation of a trades business. Using a business simulation scenario, students will go through all the stages of operating and maintaining a trades based business. Topics to be covered include planning, research, legal considerations, and day to day operation. Issues related directly to trades businesses will be the focus throughout the course.

Human Relations (OEL851) (2 credits)

What makes people tick . . . and how to keep them going! Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.

PROGRAM OVERVIEW

Enter the workforce faster and more prepared with the Business Fundamentals certificate program and prepare for an exciting and diverse career in business.

This 8-month program will give you a head start or help you realize your passion in business by exploring a wide range of subject areas and possible pathways into business diploma programs right here.

Learn from successful entrepreneurs, active members of the business community and highly respected instructors about a variety of business concepts, including:

- Marketing
- Accounting
- Human Resources
- Business principles

Plus, use your access to current technologies and innovative software to give you a competitive edge when you enter the workforce!

If you're not ready to stop with this program, you can choose a pathway into Business or Business - Accounting, and complete both your certificate and diploma in only two years!

Let's get started. You were meant for a career in business, and you will find it here.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Identify factors that have an impact on an organizations business opportunities.
2. Explain the impact of corporate sustainability*, corporate social responsibility and ethics on an organizations business initiatives.
3. Use current technologies to support an organization`s business initiatives.
4. Apply basic research skills to support business decision making.
5. Perform basic accounting procedures and financial calculations to support the operations of an organization.
6. Describe marketing and sales concepts used to support the operations of an organization.
7. Develop strategies for ongoing personal and professional development to enhance work performance.
8. Outline the functional areas of a business and their interrelationships.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Completion of the Business Fundamentals program may help you find a job in several entry-level positions including sales, general administration and customer service. It also serves as a starting point to other Business program opportunities.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,275.00	\$15,120.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of the Business Fundamentals program may move into the second year of the Business or Business Accounting program at Sault College.

OTHER INFORMATION

Program College Contact: Barb Bringleson, barb.bringleson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCG110-3 Personal Development, Finance, and Brand
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
CMM115-3 Communications I
HRM202-3 Principles of Human Resource Management

SEMESTER 2

BCG307-3 Project Management
BCO118-3 Computer Applications for Business I
CMM215-3 Business Communication
ECN120-3 Economics
GEN100-3 Global Citizenship
Electives:

Students will select one elective from a list of business related courses during the second semester.

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposefully research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Semester 2

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Economics (ECN120) (3 credits)**Global Citizenship (GEN100) (3 credits)**

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Global Business Management two-year postgraduate program introduces you to principles of international business management, winning concepts in international business competition, navigating challenges of globalization, practical knowledge of global business branches, industry best practices, professional ethics, international business risk mitigation, exploits of Canadian firms and understanding global business stakeholders.

Apply core business principles in marketing, sales, finance, human resources, value chain and strategic business management to global business environments and specialize in this exciting, unique and in-demand field of business.

What else makes this program a destination for future international business leaders?

- World-class Platinum Accreditation with Forum for International Trade Training (FITT)
- Small class sizes for great learning experience
- Industry experts and exciting guest speakers
- Instructors with real-world experience
- Two-in-one opportunity to obtain a FITT Diploma and Postgraduate Certificate
- Pathway to the prestigious Certified International Trade Professional (CITP) designation; a symbol employers trust for competency and credibility.
- Ontario campus located on the US border

Two Plus Two = Amazing!

In the fast-paced world of business, competitive advantage is everything. Our unique, Two Plus Two partnerships with Algoma University, Laurentian University, and Lake Superior State University will give you an exclusive edge, allowing you to earn your diploma and a university degree in just four years!

You can achieve your goals at Sault College. Begin right here.

PROGRAM OUTCOMES

A graduate of the Global Business Management program at Sault College will reliably demonstrate the

ability to:

1. Collect, process and interpret data used to support international business.
2. Develop, execute and analyze the results of a comprehensive global business plan.
3. Conduct business with diverse populations using culturally appropriate methods in compliance with relevant laws and regulations.
4. Assist in the importing and exporting functions of a business.
5. Plan, direct, execute and evaluate individual and team projects.
6. Implement strategies utilizing domestic and foreign government programs, policies, and agencies which facilitate international trade.
7. Apply financial knowledge and skill to the operation of an international business.
8. Apply leadership and teamwork skills establishing and maintaining working relationships.
9. Apply quality control and assurance programs to sourcing and supplying.
10. Apply the principles of business ethics and international corporate responsibility.
11. Develop new products and services consistent with evolving market needs.
12. Evaluate the viability of marketing a product or service in an international market or markets.
13. Develop personal professional development strategies and plans to enhance leadership and management skills.
14. Apply entrepreneurial strategies to maximize the effectiveness of international business initiatives.
15. Employ environmentally sustainable practices within the profession.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

Program College Contact: Gabriel Araba, gabriel.araba@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

GBM102-3 Project Capture Planning
GBM103-3 Principles of Sustainability and Social Responsibility
GBM104-3 Professional Development
GBM105-3 Global Value Chain
GBM106-3 Strategic Business Management

SEMESTER 2

BCG207-4 Business Simulation
GBM201-3 Leadership and Emotional Intelligence
GBM202-4 International Trade Finance
GBM203-3 Project Leadership
GBM204-3 International Business Law
GBM205-3 Products and Services for Global Markets

SEMESTER 3

GBM301-3 Feasibility of International Trade
GBM304-3 International Market Entry Strategies
GBM305-3 Negotiation, Conflict, and Risk Management
GBM306-3 International Sales and Marketing
GBM308-3 Business Analytics & Data Strategy

SEMESTER 4

GBM402-3 Information Systems
GBM403-3 Project Risk Management
GBM404-10 Applied Project

Course Descriptions

Semester 1

Project Capture Planning (GBM102) (3 credits)

In this course, students will demonstrate the principles and processes of creating an expanded project capture plan (based on the ISO Charter) to be used by companies and organizations to generate new business or solve complicated integrated tasks. The objective is to make students understand how this type of plan is used in the international business environment and to create realistic plans in preparation for life after College.

Principles of Sustainability and Social Responsibility (GBM103) (3 credits)

In this course, students will study the impact which corporations have on the environment, employees, communities, and stakeholders and will examine related ethical issues and concerns in these areas. Students will define good corporate citizenship and will look at government and private legislation/regulations which aim to make corporations socially accountable. Various approaches to Corporate Social Responsibility (CSR) and CSR policies will be reviewed and assessed.

Professional Development (GBM104) (3 credits)

This course familiarizes students with the program and area of study. It further gives students the opportunity to work through professional presentation process, feedback management and delivery within teams and individually. Knowledge acquired in this course enriches participants with the ability to carry out effective self-assessment and GAP analysis relevant to career growth and development, harnessing and maximizing networking opportunities towards successful career building. Participants are able to demonstrate confidence and professionalism while setting life and career goals with the impetus to achieving them.

Global Value Chain (GBM105) (3 credits)

The Global Value Chain course examines the control and management of logistical systems within the global value chain in order to minimize costs and risks, and maximize international business potential. It also examines aspects of distribution, inventory management, document management and procurement, which are integral to international trade logistics.

Students learn how to procure goods and services in international markets efficiently and effectively achieve customer satisfaction, keep suppliers happy by transporting goods in a timely manner and in compliance with all regulatory requirements, minimize risk and keep goods safe by taking all measures needed to prepare them for transport, meet every need of international suppliers, buyers and customers by implementing new inventory management strategies, and spend less time waiting at customs by preparing and managing all necessary documentation for exporting and importing goods and service

Strategic Business Management (GBM106) (3 credits)

In this course, students will examine the principles, processes and reflection involved in creating a strategic business plan. Case studies will be used to promote the understanding of problems, issues and opportunities presented to companies striving to remain competitive. Students will develop the capability to develop integrated and realistic plans in preparation for their entry into the commercial business environment.

Semester 2

Business Simulation (BCG207) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market.

Leadership and Emotional Intelligence (GBM201) (3 credits)

This course looks at how emotional intelligence improves leadership and relationship management skills. Students will identify their leadership styles through self-assessment and will use emotional intelligence skills to encourage innovation, accountability and potential in leadership roles.

International Trade Finance (GBM202) (4 credits)

This course develops a broad conceptual basis for making financial decisions in a corporate management setting. Students develop the skills necessary to manage cash flow and mitigate financial risk by selecting appropriate transaction methods and tools for international trade activities. It also provides relevant knowledge for building strong business financial foundation by develop skills for selecting the best options for negotiation terms and non-payment dispute resolution. Negotiating skills and choosing best payment options and risk assessment methods are derived from this course. Students learn how to Keep the cash flowing by implementing financial management strategies to address any factors that could impact company bottom line. Establish process for customer satisfaction by resolving non-payment situations through the use of contracts in a conflict-free manner and strategically manage business's assets by developing a smart financial plan for short, medium and long-term growth

Project Leadership (GBM203) (3 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on how leadership and change management application can demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include Leadership Models, Accountability, Leadership Assessment, Human Relations, Change Management, Social Responsibilities.

International Business Law (GBM204) (3 credits)

This course introduces students to the basic tenets of the legal system in the world market. Against the backdrop of a case intensive approach, the course elucidates on the legal aspects of international business, intellectual property management and protection, global law and ethics, negotiating international contracts, and navigating effectively through international cultural diversities and relevant case study analysis of global business contracts and agreements.

Products and Services for Global Markets (GBM205) (3 credits)

This course is designed to impact students with knowledge of how to adapt and conform products and services to differences in regulatory, legal, cultural and consumer/client requirements in international markets. Analyzing how these differences may impact the cost, product design, packaging, labeling, product testing, and service delivery, and then developing strategies around these custom aspects, this is key to long-term success in international target market. An in-depth look at how to establish a competitive advantage with the best design options for adapting products and an effective plan to implement goods development and testing processes. Develop skill to maximize output and minimize costs and risks by developing products for the international market based on customer specifications and regulations. Gain the edge to stand out from the competition by developing well-defined and/or customized service offerings and achieve customer satisfaction in the target markets.

Semester 3

Feasibility of International Trade (GBM301) (3 credits)

This course gives students the confidence to delve into international opportunities while ensuring the success of new international ventures by knowing and following the critical steps. Improve your bottom line by properly analyzing your organizational readiness and correctly identifying promising opportunities. Students will learn how to decide whether new international opportunities are viable by conducting thorough research and analysis, make smarter decisions by assessing your organizational readiness for new international trade initiatives, find the best potential import and/or export ventures for your business with effective market research, ensure your company remains profitable by conducting cost-benefit analyses for importing or exporting potential products and services, and mitigate possible risks by developing and implementing strategies and activities to monitor and manage them.

International Market Entry Strategies (GBM304) (3 credits)

This course examines what individuals in organizations need to know and do to ensure the success of new international ventures. Students will learn how to research market entry options, analyze them, and then select the most effective strategy necessary. They will acquire knowledge to implement and manage new market entry strategy and build a successful future in new market. Students learn how to choose the most advantageous market entry strategy based on research and analysis of options and potential issues, develop an international business plan that details key business strategies with metrics to monitor success, excel in new markets by establishing and managing strategic alliances through use of research, evaluation, negotiation and continued communication, establish and maintain productive business relationships using knowledge of target market's culture, and maximize profit, efficient distribution, control by managing direct and indirect exports.

Negotiation, Conflict, and Risk Management (GBM305) (3 credits)

This course introduces the major schools of thought in social psychology, law, and business. Negotiation and conflict resolution strategies are examined from theoretical and practical perspectives to develop deeper understanding and applications for a wide array of business synergies and strategic partnerships.

International Sales and Marketing (GBM306) (3 credits)

This course equips students with the knowledge and skills necessary to build their company's strong international brand, develop effective sales and marketing strategies, build a high demand for product and create strong relationships with customers. You'll be able to do all of the above by recognizing and applying the considerations an organization must make when promoting and selling products or services beyond domestic borders. In this course students learn how to fulfill your market entry and competitive strategies with the creation of actionable marketing and sales plans, meet the needs of your customers by adapting products and services for specific international markets, appeal to the values and preferences of the target market by developing a strong international brand, encourage future sales by providing efficient

delivery of purchases and customer support, increase your reach, decrease costs and enhance the customer experience by developing an easy-to-use e-commerce operation.

Business Analytics & Data Strategy (GBM308) (3 credits)

This course introduces data driven business decision making skills that better inform practices in the workplace. Through the use of statistical tools, students will prepare and interpret visual representations of data.

Semester 4

Information Systems (GBM402) (3 credits)

This course will further introduce the students to the effective application of information technology to improve effectiveness of decision-making in business and how to adequately collect data and process information efficiently. Students will also learn how managers leverage information systems for the design and implementation of business models in an organization

Project Risk Management (GBM403) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Applied Project (GBM404) (10 credits)

Students will undertake a semester-long, project-based learning opportunity in the development, writing and presentation of the applied project, which comprises of two separate reports: the complete Feasibility of Trade report and the International Sales/Marketing report. The Final Applied Project allows students to demonstrate the knowledge and skills acquired from the entire program in this cap stone project. The reports are prepared using the FITTSkills project report requirements provided by FITT. (Forum for International Trade Training). This course provides students with an opportunity to submit their reports for a chance to obtain their FITT diploma.

Global Business Management (Brampton)

Section B.35
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5905)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Welcome to a place where your future is borderless. This is Global Business Management at Sault College!

The Global Business Management two-year postgraduate program introduces you to principles of international business management, winning concepts in international business competition, navigating challenges of globalization, practical knowledge of global business branches, industry best practices, professional ethics, international business risk mitigation, exploits of Canadian firms and understanding global business stakeholders.

Apply core business principles in marketing, sales, finance, human resources, value chain and strategic business management to global business environments and specialize in this exciting, unique and in-demand field of business.

What else makes this program a destination for future international business leaders?

- World-class Platinum Accreditation with Forum for International Trade Training (FITT)
- Small class sizes for great learning experience
- Industry experts and exciting guest speakers
- Instructors with real-world experience
- Two-in-one opportunity to obtain a FITT Diploma and Postgraduate Certificate
- Pathway to the prestigious Certified International Trade Professional (CITP) designation; a symbol employers trust for competency and credibility.
- Ontario campus located on the US border

Two Plus Two = Amazing!

In the fast-paced world of business, competitive advantage is everything. Our unique, Two Plus Two partnerships with Algoma University, Laurentian University, and Lake Superior State University will give you an exclusive edge, allowing you to earn your diploma and a university degree in just four years!

You can achieve your goals at Sault College. Begin right here.

PROGRAM OUTCOMES

A graduate of the Global Business Management program at Sault College will reliably demonstrate the ability to:

1. Collect, process and interpret data used to support international business.
2. Develop, execute and analyze the results of a comprehensive global business plan.
3. Conduct business with diverse populations using culturally appropriate methods in compliance with relevant laws and regulations.
4. Assist in the importing and exporting functions of a business.
5. Plan, direct, execute and evaluate individual and team projects.
6. Implement strategies utilizing domestic and foreign government programs, policies, and agencies which facilitate international trade.
7. Apply financial knowledge and skill to the operation of an international business.
8. Apply leadership and teamwork skills establishing and maintaining working relationships.
9. Apply quality control and assurance programs to sourcing and supplying.
10. Apply the principles of business ethics and international corporate responsibility.
11. Develop new products and services consistent with evolving market needs.
12. Evaluate the viability of marketing a product or service in an international market or markets.
13. Develop personal professional development strategies and plans to enhance leadership and management skills.
14. Apply entrepreneurial strategies to maximize the effectiveness of international business initiatives.
15. Employ environmentally sustainable practices within the profession.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

PROGRAM OF STUDY

SEMESTER 1

GBM102-3 Project Capture Planning
GBM103-3 Principles of Sustainability and Social Responsibility
GBM104-3 Professional Development
GBM105-3 Global Value Chain
GBM106-3 Strategic Business Management

SEMESTER 2

BCG207-4 Business Simulation
GBM201-3 Leadership and Emotional Intelligence
GBM202-4 International Trade Finance
GBM203-3 Project Leadership
GBM204-3 International Business Law
GBM205-3 Products and Services for Global Markets

SEMESTER 3

GBM301-3 Feasibility of International Trade
GBM304-3 International Market Entry Strategies
GBM305-3 Negotiation, Conflict, and Risk Management

GBM306-3 International Sales and Marketing
GBM308-3 Business Analytics & Data Strategy

SEMESTER 4

GBM402-3 Information Systems
GBM403-3 Project Risk Management
GBM404-10 Applied Project

Course Descriptions

Semester 1

Project Capture Planning (GBM102) (3 credits)

In this course, students will demonstrate the principles and processes of creating an expanded project capture plan (based on the ISO Charter) to be used by companies and organizations to generate new business or solve complicated integrated tasks. The objective is to make students understand how this type of plan is used in the international business environment and to create realistic plans in preparation for life after College.

Principles of Sustainability and Social Responsibility (GBM103) (3 credits)

In this course, students will study the impact which corporations have on the environment, employees, communities, and stakeholders and will examine related ethical issues and concerns in these areas. Students will define good corporate citizenship and will look at government and private legislation/regulations which aim to make corporations socially accountable. Various approaches to Corporate Social Responsibility (CSR) and CSR policies will be reviewed and assessed.

Professional Development (GBM104) (3 credits)

This course familiarizes students with the program and area of study. It further gives students the opportunity to work through professional presentation process, feedback management and delivery within teams and individually. Knowledge acquired in this course enriches participants with the ability to carry out effective self-assessment and GAP analysis relevant to career growth and development, harnessing and maximizing networking opportunities towards successful career building. Participants are able to demonstrate confidence and professionalism while setting life and career goals with the impetus to achieving them.

Global Value Chain (GBM105) (3 credits)

The Global Value Chain course examines the control and management of logistical systems within the global value chain in order to minimize costs and risks, and maximize international business potential. It also examines aspects of distribution, inventory management, document management and procurement, which are integral to international trade logistics.

Students learn how to procure goods and services in international markets efficiently and effectively achieve customer satisfaction, keep suppliers happy by transporting goods in a timely manner and in compliance with all regulatory requirements, minimize risk and keep goods safe by taking all measures needed to prepare them for transport, meet every need of international suppliers, buyers and customers by implementing new inventory management strategies, and spend less time waiting at customs by preparing and managing all necessary documentation for exporting and importing goods and service

Strategic Business Management (GBM106) (3 credits)

In this course, students will examine the principles, processes and reflection involved in creating a strategic business plan. Case studies will be used to promote the understanding of problems, issues and opportunities presented to companies striving to remain competitive. Students will develop the capability

to develop integrated and realistic plans in preparation for their entry into the commercial business environment.

Semester 2

Business Simulation (BCG207) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market.

Leadership and Emotional Intelligence (GBM201) (3 credits)

This course looks at how emotional intelligence improves leadership and relationship management skills. Students will identify their leadership styles through self-assessment and will use emotional intelligence skills to encourage innovation, accountability and potential in leadership roles.

International Trade Finance (GBM202) (4 credits)

This course develops a broad conceptual basis for making financial decisions in a corporate management setting. Students develop the skills necessary to manage cash flow and mitigate financial risk by selecting appropriate transaction methods and tools for international trade activities. It also provides relevant knowledge for building strong business financial foundation by develop skills for selecting the best options for negotiation terms and non-payment dispute resolution. Negotiating skills and choosing best payment options and risk assessment methods are derived from this course. Students learn how to Keep the cash flowing by implementing financial management strategies to address any factors that could impact company bottom line. Establish process for customer satisfaction by resolving non-payment situations through the use of contracts in a conflict-free manner and strategically manage business's assets by developing a smart financial plan for short, medium and long-term growth

Project Leadership (GBM203) (3 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on how leadership and change management application can demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include Leadership Models, Accountability, Leadership Assessment, Human Relations, Change Management, Social Responsibilities.

International Business Law (GBM204) (3 credits)

This course introduces students to the basic tenets of the legal system in the world market. Against the backdrop of a case intensive approach, the course elucidates on the legal aspects of international business, intellectual property management and protection, global law and ethics, negotiating international contracts, and navigating effectively through international cultural diversities and relevant case study analysis of global business contracts and agreements.

Products and Services for Global Markets (GBM205) (3 credits)

This course is designed to impact students with knowledge of how to adapt and conform products and services to differences in regulatory, legal, cultural and consumer/client requirements in international

markets. Analyzing how these differences may impact the cost, product design, packaging, labeling, product testing, and service delivery, and then developing strategies around these custom aspects, this is key to long-term success in international target market. An in-depth look at how to establish a competitive advantage with the best design options for adapting products and an effective plan to implement goods development and testing processes. Develop skill to maximize output and minimize costs and risks by developing products for the international market based on customer specifications and regulations. Gain the edge to stand out from the competition by developing well-defined and/or customized service offerings and achieve customer satisfaction in the target markets.

Semester 3

Feasibility of International Trade (GBM301) (3 credits)

This course gives students the confidence to delve into international opportunities while ensuring the success of new international ventures by knowing and following the critical steps. Improve your bottom line by properly analyzing your organizational readiness and correctly identifying promising opportunities. Students will learn how to decide whether new international opportunities are viable by conducting thorough research and analysis, make smarter decisions by assessing your organizational readiness for new international trade initiatives, find the best potential import and/or export ventures for your business with effective market research, ensure your company remains profitable by conducting cost-benefit analyses for importing or exporting potential products and services, and mitigate possible risks by developing and implementing strategies and activities to monitor and manage them.

International Market Entry Strategies (GBM304) (3 credits)

This course examines what individuals in organizations need to know and do to ensure the success of new international ventures. Students will learn how to research market entry options, analyze them, and then select the most effective strategy necessary. They will acquire knowledge to implement and manage new market entry strategy and build a successful future in new market. Students learn how to choose the most advantageous market entry strategy based on research and analysis of options and potential issues, develop an international business plan that details key business strategies with metrics to monitor success, excel in new markets by establishing and managing strategic alliances through use of research, evaluation, negotiation and continued communication, establish and maintain productive business relationships using knowledge of target market's culture, and maximize profit, efficient distribution, control by managing direct and indirect exports.

Negotiation, Conflict, and Risk Management (GBM305) (3 credits)

This course introduces the major schools of thought in social psychology, law, and business. Negotiation and conflict resolution strategies are examined from theoretical and practical perspectives to develop deeper understanding and applications for a wide array of business synergies and strategic partnerships.

International Sales and Marketing (GBM306) (3 credits)

This course equips students with the knowledge and skills necessary to build their company's strong international brand, develop effective sales and marketing strategies, build a high demand for product and create strong relationships with customers. You'll be able to do all of the above by recognizing and applying the considerations an organization must make when promoting and selling products or services beyond domestic borders. In this course students learn how to fulfill your market entry and competitive strategies with the creation of actionable marketing and sales plans, meet the needs of your customers by adapting products and services for specific international markets, appeal to the values and preferences of the target market by developing a strong international brand, encourage future sales by providing efficient delivery of purchases and customer support, increase your reach, decrease costs and enhance the customer experience by developing an easy-to-use e-commerce operation.

Business Analytics & Data Strategy (GBM308) (3 credits)

This course introduces data driven business decision making skills that better inform practices in the

workplace. Through the use of statistical tools, students will prepare and interpret visual representations of data.

Semester 4

Information Systems (GBM402) (3 credits)

This course will further introduce the students to the effective application of information technology to improve effectiveness of decision-making in business and how to adequately collect data and process information efficiently. Students will also learn how managers leverage information systems for the design and implementation of business models in an organization

Project Risk Management (GBM403) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Applied Project (GBM404) (10 credits)

Students will undertake a semester-long, project-based learning opportunity in the development, writing and presentation of the applied project, which comprises of two separate reports: the complete Feasibility of Trade report and the International Sales/Marketing report. The Final Applied Project allows students to demonstrate the knowledge and skills acquired from the entire program in this cap stone project. The reports are prepared using the FITTSkills project report requirements provided by FITT. (Forum for International Trade Training). This course provides students with an opportunity to submit their reports for a chance to obtain their FITT diploma.

Global Business Management (Toronto)

Section B.36
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5906)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Welcome to a place where your future is borderless. This is Global Business Management at Sault College!

The Global Business Management two-year postgraduate program introduces you to principles of international business management, winning concepts in international business competition, navigating challenges of globalization, practical knowledge of global business branches, industry best practices, professional ethics, international business risk mitigation, exploits of Canadian firms and understanding global business stakeholders.

Apply core business principles in marketing, sales, finance, human resources, value chain and strategic business management to global business environments and specialize in this exciting, unique and in-demand field of business.

What else makes this program a destination for future international business leaders?

- World-class Platinum Accreditation with Forum for International Trade Training (FITT)
- Small class sizes for great learning experience
- Industry experts and exciting guest speakers
- Instructors with real-world experience
- Two-in-one opportunity to obtain a FITT Diploma and Postgraduate Certificate
- Pathway to the prestigious Certified International Trade Professional (CITP) designation; a symbol employers trust for competency and credibility.
- Ontario campus located on the US border

Two Plus Two = Amazing!

In the fast-paced world of business, competitive advantage is everything. Our unique, Two Plus Two

partnerships with Algoma University, Laurentian University, and Lake Superior State University will give you an exclusive edge, allowing you to earn your diploma and a university degree in just four years!

You can achieve your goals at Sault College. Begin right here.

PROGRAM OUTCOMES

A graduate of the Global Business Management program at Sault College will reliably demonstrate the ability to:

1. Collect, process and interpret data used to support international business.
2. Develop, execute and analyze the results of a comprehensive global business plan.
3. Conduct business with diverse populations using culturally appropriate methods in compliance with relevant laws and regulations.
4. Assist in the importing and exporting functions of a business.
5. Plan, direct, execute and evaluate individual and team projects.
6. Implement strategies utilizing domestic and foreign government programs, policies, and agencies which facilitate international trade.
7. Apply financial knowledge and skill to the operation of an international business.
8. Apply leadership and teamwork skills establishing and maintaining working relationships.
9. Apply quality control and assurance programs to sourcing and supplying.
10. Apply the principles of business ethics and international corporate responsibility.
11. Develop new products and services consistent with evolving market needs.
12. Evaluate the viability of marketing a product or service in an international market or markets.
13. Develop personal professional development strategies and plans to enhance leadership and management skills.
14. Apply entrepreneurial strategies to maximize the effectiveness of international business initiatives.
15. Employ environmentally sustainable practices within the profession.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

GBM102-3 Project Capture Planning
GBM103-3 Principles of Sustainability and Social Responsibility
GBM104-3 Professional Development
GBM105-3 Global Value Chain
GBM106-3 Strategic Business Management

SEMESTER 2

BCG207-4 Business Simulation
GBM201-3 Leadership and Emotional Intelligence
GBM202-4 International Trade Finance
GBM203-3 Project Leadership
GBM204-3 International Business Law
GBM205-3 Products and Services for Global Markets

SEMESTER 3

GBM301-3 Feasibility of International Trade
GBM304-3 International Market Entry Strategies
GBM305-3 Negotiation, Conflict, and Risk Management
GBM306-3 International Sales and Marketing
GBM308-3 Business Analytics & Data Strategy

SEMESTER 4

GBM402-3 Information Systems
GBM403-3 Project Risk Management
GBM404-10 Applied Project

Course Descriptions

Semester 1

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Students learn how to procure goods and services in international markets efficiently and effectively

achieve customer satisfaction, keep suppliers happy by transporting goods in a timely manner and in compliance with all regulatory requirements, minimize risk and keep goods safe by taking all measures needed to prepare them for transport, meet every need of international suppliers, buyers and customers by implementing new inventory management strategies, and spend less time waiting at customs by preparing and managing all necessary documentation for exporting and importing goods and service

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Semester 3

Feasibility of International Trade (GBM301) (3 credits)

This course gives students the confidence to delve into international opportunities while ensuring the success of new international ventures by knowing and following the critical steps. Improve your bottom line by properly analyzing your organizational readiness and correctly identifying promising opportunities. Students will learn how to decide whether new international opportunities are viable by conducting thorough research and analysis, make smarter decisions by assessing your organizational readiness for new international trade initiatives, find the best potential import and/or export ventures for your business with effective market research, ensure your company remains profitable by conducting cost-benefit analyses for importing or exporting potential products and services, and mitigate possible risks by developing and implementing strategies and activities to monitor and manage them.

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This course equips students with the knowledge and skills necessary to build their company's strong international brand, develop effective sales and marketing strategies, build a high demand for product and

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Project Risk Management (GBM403) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Applied Project (GBM404) (10 credits)

Students will undertake a semester-long, project-based learning opportunity in the development, writing and presentation of the applied project, which comprises of two separate reports: the complete Feasibility of Trade report and the International Sales/Marketing report. The Final Applied Project allows students to demonstrate the knowledge and skills acquired from the entire program in this cap stone project. The reports are prepared using the FITTSkills project report requirements provided by FITT. (Forum for International Trade Training). This course provides students with an opportunity to submit their reports for a chance to obtain their FITT diploma.

PROGRAM OVERVIEW

Are you passionate about high-quality health care? Do you have a degree or diploma in a health-related field? Do you love taking the lead? Then a career in Health Care Administration is waiting for you. You're going to be amazing!

Earn your Ontario College Graduate Certificate in Health Care Administration at Sault College in only 2 semesters and become the one to hire in your field. You'll learn about leading health organizations and systems, and will gain practical skills in communication, ethics, policy and law, innovation, health informatics, evidence-informed practice, operations, health human resource management, and financial processes. In your final semester, you'll complete a capstone project that brings everything together.

What else makes this Program the program of choice for the next generation of health leaders?

- Faculty are industry leaders – hear firsthand the challenges and opportunities facing health care today
- Study alongside health care professionals from around the world – the high caliber of learner attracted to the Program enriches the education experience
- Graduate with a solid understanding of the Ontario and Canadian health care system – the curriculum was developed by current health leaders with future administrators in mind
- Learn practical skills to improve experiences and outcomes for health system users
- Make a personal connection with your Instructors – the Program prides itself on creating an intimate personalized learning environment

Now, more than ever, leading an effective, agile, and innovative health system is critical. The world needs you right now. Health care needs leaders like you. Join us at Sault College.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Communicate effectively and appropriately with patients, families, and members both the health care and administrative teams to maintain a wholly interactive environment.
2. Support evidence informed decision making, using critical thinking skills and best practices in the administration of a healthcare facility.
3. Practice within the legal, ethical and professional scope of practice of a manager in the province of Ontario.
4. Address the needs of a diverse patient population using best practices to ensure progressive and positive processes within a health care facility.
5. Utilize progressive, professional leadership concepts while working within an interprofessional health care team.
6. Apply accounting and financial principles to support the management and operations of an organization.
7. Utilize health care technology and informatics for the benefit of the patients and support of the institution.
8. Outline strategies to manage risks in the business activities of a health care organization.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent, preferably in a health care field.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates will be prepared for management positions in health care facilities such as hospitals, clinics, long term care homes and private businesses.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$3,025.80	\$1,275.00	\$16,202.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Theresa Mudge, theresa.mudge@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals
HCA112-3 Health Informatics
HCA113-3 Policy in Health Care
HCA114-3 Leadership in Health Care Administration
HCA115-3 Ethics in Health Care Administration
HCA116-3 Financial Processes for Health Care Facilities

SEMESTER 2

HCA117-3 Managing in a Health Care Setting
HCA118-3 Innovation in Health Care
HCA119-3 Legal Aspects of Health Care Administration
HCA125-3 Critical Thinking & Evidence Informed Practices
HCA126-3 Health Care Operations
HCA127-3 Capstone Project

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Health Informatics (HCA112) (3 credits)

This course introduces students to the field of health informatics with an emphasis on data-driven decision-making in health care leadership and administration. Students will examine the evolution of health information systems and emerging technologies such as artificial intelligence (AI) that support clinical, operational, and policy development. A significant focus is placed on population health, data governance, and analytics as tools to improve health outcomes and resource allocation. As part of the course, students will develop a population health profile using relevant data sources to inform planning and decision-making within a health care or community context.

Policy in Health Care (HCA113) (3 credits)

This course explores the Canadian health care system through the lenses of history, law, economics, politics, ethics, and social values. Students will examine how health policy is developed, implemented, and evaluated, as well as the key drivers influencing change in health systems. Emphasis is placed on understanding current issues, policy debates, and the impact of policy on access, utilization, equity, and health outcomes. Comparative analysis with other international systems will support students in developing a critical perspective on health system performance and reform. Students will also learn how health care leaders can engage in and influence policy development.

Leadership in Health Care Administration (HCA114) (3 credits)

This course introduces students to key frameworks, behaviours, and practices in healthcare leadership. Emphasis is placed on the LEADS in a Caring Environment Framework, a nationally recognized model that supports leadership development across all levels of the health system. Students will examine and compare foundational and contemporary leadership theories, explore strategies to lead self, engage others, achieve results, develop coalitions, and contribute to system transformation. Through self-reflection and applied learning, students will articulate a personal leadership philosophy and develop a professional growth plan that aligns with their values, strengths, and career goals in health care leadership.

Ethics in Health Care Administration (HCA115) (3 credits)

This course examines foundational principles, frameworks, and models of ethical decision-making relevant to health care administrators. Students will explore the intersection of ethics, leadership, and governance by analyzing real-world dilemmas and current events through the lens of professional standards and organizational responsibilities. Topics include consent and capacity, resource allocation, provider-patient relationships, medical assistance in dying, reproduction, contested therapies, and emerging technologies. Emphasis is placed on the operational and strategic implications of ethical decision-making, and how ethical missteps can impact organizational integrity and public trust.

Financial Processes for Health Care Facilities (HCA116) (3 credits)

This course provides students with an introduction to basic accounting and budgeting principles. Students will explore the financial environment of Ontario's health care system, including funding models and cost drivers. Emphasis is placed on interpreting financial data, assessing variance, and applying financial insights to inform operational and strategic decisions. While students will gain a foundational understanding of budgeting and financial statements, the primary focus is on using financial information to support effective leadership, decision-making, and accountability in health care organizations.

Semester 2

Managing in a Health Care Setting (HCA117) (3 credits)

This course explores contemporary trends in managing human resources within health care settings. Students will develop the knowledge and skills needed to effectively lead teams, support a positive organizational culture, and navigate the legal and regulatory frameworks governing employment in Ontario. Emphasis is placed on employment standards, occupational health and safety, and human resources leadership. Core topics include workforce planning, recruitment and retention, performance management, and labour relations in unionized environments. Through practical application and critical reflection, students will learn how human resource practices influence quality of care, staff engagement, and organizational performance.

Innovation in Health Care (HCA118) (3 credits)

This course prepares students to lead transformation initiatives in health care. Grounded in the Systems Transformation dimension of the LEADS Framework, students will examine change leadership models, quality improvement methods, and innovation strategies that are human-centered, evidence-informed, and aligned with health system priorities. The course integrates Appreciative Inquiry to leverage organizational strengths, IDEO design principles to support creative problem-solving, and artificial intelligence (AI) as a tool for data-informed decision-making. Emphasis is placed on applying change theory and developing scalable, sustainable solutions that advance quality and system performance.

Legal Aspects of Health Care Administration (HCA119) (3 credits)

This course introduces students to the legal and regulatory frameworks governing health care in Ontario, with a focus on their impact on organizational governance, professional practice, and health care policy. Students will develop foundational legal knowledge and apply critical thinking to navigate and resolve complex legal issues unique to health care settings. Through case studies and applied exercises, students will learn to identify actual and potential legal risks, interpret and comply with relevant legislation, and implement risk prevention and management strategies to support due diligence and accountability.

Critical Thinking & Evidence Informed Practices (HCA125) (3 credits)

This course introduces students to foundational research methods and critical thinking skills essential for evidence-informed leadership in health care administration/leadership. Students will locate, evaluate, and apply credible evidence to support decision-making in complex health care settings. Emphasis is placed on

understanding the research process, integrating multiple sources of evidence, and practicing ethical research conduct. Students will also explore the role of artificial intelligence (AI), knowledge mobilization strategies, and basic principles of data collection and analysis. As a foundation for the Capstone project, this course equips students with the skills to develop research questions, evaluate evidence, and apply appropriate research tools to investigate real-world health system challenges.

Health Care Operations (HCA126) (3 credits)

This course equips students with the tools and frameworks needed to plan, manage, and optimize operations within health care organizations. Emphasizing data-informed decision-making, project management, and LEAN principles, students will explore strategies to improve patient flow, scheduling, resource utilization, and risk mitigation. Learners will apply practical tools such as work breakdown structures (WBS), Gantt charts, process mapping, workflow analysis, and health analytics to solve operational challenges. The course focuses on enhancing system performance, promoting continuous improvement, and increasing operational efficiency in dynamic health care environments.

Capstone Project (HCA127) (3 credits)

The Capstone course provides a culminating opportunity for learners to integrate and apply their knowledge of health care leadership and administration through the completion of an applied research project. Students will produce a comprehensive project report and deliver a professional poster presentation on a topic relevant to health care leadership. Depending on the project's focus, learners may employ quantitative, qualitative, or mixed-methods research approaches. Throughout the course, students will receive mentorship and structured support to guide them through each stage of the project. In addition to their research work, students will engage in critical self-reflection and evaluate their individual contributions, professional growth, and collaborative competencies.

Health Care Leadership - Canadian Context

Section B.38
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (2187)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This Ontario College Graduate Certificate has been designed for those who currently have a degree or diploma and wish to continue their education in Health Care Leadership. It is preferable if the previous education is in health care and the person has experience working in the health care field. This program is specifically designed to support students transitioning into the Canadian environment.

Students of this program will develop professional leadership skills, project management skills, and quality management skills to support health care operations using a culturally competent approach. Students will learn patient and family care theories and patient safety to ensure quality health care operations within health care organizations in Canada. This program includes an Internship in the fourth semester, giving students the opportunity to exercise their learning and gain Canadian work experiences in a health care leadership role. Graduates of this program will have gained administrative and leadership skills preparing them for leadership roles in a variety of health care settings.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

It is preferred that students have an educational background in a health-related field, or an acceptable combination of related work experience and post-secondary education (as determined by the College).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
N/A	N/A	\$16,202.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Theresa Mudge, theresa.mudge@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals
HCA112-3 Health Informatics
HCA113-3 Policy in Health Care
HCA114-3 Leadership in Health Care Administration
HCA115-3 Ethics in Health Care Administration
HCA116-3 Financial Processes for Health Care Facilities

SEMESTER 2

HCA117-3 Managing in a Health Care Setting
HCA118-3 Innovation in Health Care
HCA119-3 Legal Aspects of Health Care Administration
HCA125-3 Critical Thinking & Evidence Informed Practices
HCA126-3 Health Care Operations
HCL202-3 Cultural Competence for Health Care Professional

SEMESTER 3

HCL101-3 Patient and Family Centered Care
HCL102-3 Patient Safety
HCL201-3 Leadership Communication, Collaboration and Relationships
HCL203-3 Project Leadership in Health Care
HCL301-3 Job Search and Success
HCL302-3 Group Capstone for Health Care Leadership

SEMESTER 4

HCL401-12 Health Care Leadership Internship

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Health Informatics (HCA112) (3 credits)

This course introduces students to the field of health informatics with an emphasis on data-driven decision-making in health care leadership and administration. Students will examine the evolution of health information systems and emerging technologies such as artificial intelligence (AI) that support clinical, operational, and policy development. A significant focus is placed on population health, data governance, and analytics as tools to improve health outcomes and resource allocation. As part of the course, students will develop a population health profile using relevant data sources to inform planning

and decision-making within a health care or community context.

Policy in Health Care (HCA113) (3 credits)

This course explores the Canadian health care system through the lenses of history, law, economics, politics, ethics, and social values. Students will examine how health policy is developed, implemented, and evaluated, as well as the key drivers influencing change in health systems. Emphasis is placed on understanding current issues, policy debates, and the impact of policy on access, utilization, equity, and health outcomes. Comparative analysis with other international systems will support students in developing a critical perspective on health system performance and reform. Students will also learn how health care leaders can engage in and influence policy development.

Leadership in Health Care Administration (HCA114) (3 credits)

This course introduces students to key frameworks, behaviours, and practices in healthcare leadership. Emphasis is placed on the LEADS in a Caring Environment Framework, a nationally recognized model that supports leadership development across all levels of the health system. Students will examine and compare foundational and contemporary leadership theories, explore strategies to lead self, engage others, achieve results, develop coalitions, and contribute to system transformation. Through self-reflection and applied learning, students will articulate a personal leadership philosophy and develop a professional growth plan that aligns with their values, strengths, and career goals in health care leadership.

Ethics in Health Care Administration (HCA115) (3 credits)

This course examines foundational principles, frameworks, and models of ethical decision-making relevant to health care administrators. Students will explore the intersection of ethics, leadership, and governance by analyzing real-world dilemmas and current events through the lens of professional standards and organizational responsibilities. Topics include consent and capacity, resource allocation, provider-patient relationships, medical assistance in dying, reproduction, contested therapies, and emerging technologies. Emphasis is placed on the operational and strategic implications of ethical decision-making, and how ethical missteps can impact organizational integrity and public trust.

Financial Processes for Health Care Facilities (HCA116) (3 credits)

This course provides students with an introduction to basic accounting and budgeting principles. Students will explore the financial environment of Ontario's health care system, including funding models and cost drivers. Emphasis is placed on interpreting financial data, assessing variance, and applying financial insights to inform operational and strategic decisions. While students will gain a foundational understanding of budgeting and financial statements, the primary focus is on using financial information to support effective leadership, decision-making, and accountability in health care organizations.

Semester 2

Managing in a Health Care Setting (HCA117) (3 credits)

This course explores contemporary trends in managing human resources within health care settings. Students will develop the knowledge and skills needed to effectively lead teams, support a positive organizational culture, and navigate the legal and regulatory frameworks governing employment in Ontario. Emphasis is placed on employment standards, occupational health and safety, and human resources leadership. Core topics include workforce planning, recruitment and retention, performance

management, and labour relations in unionized environments. Through practical application and critical reflection, students will learn how human resource practices influence quality of care, staff engagement, and organizational performance.

Innovation in Health Care (HCA118) (3 credits)

This course prepares students to lead transformation initiatives in health care. Grounded in the Systems Transformation dimension of the LEADS Framework, students will examine change leadership models, quality improvement methods, and innovation strategies that are human-centered, evidence-informed, and aligned with health system priorities. The course integrates Appreciative Inquiry to leverage organizational strengths, IDEO design principles to support creative problem-solving, and artificial intelligence (AI) as a tool for data-informed decision-making. Emphasis is placed on applying change theory and developing scalable, sustainable solutions that advance quality and system performance.

Legal Aspects of Health Care Administration (HCA119) (3 credits)

This course introduces students to the legal and regulatory frameworks governing health care in Ontario, with a focus on their impact on organizational governance, professional practice, and health care policy. Students will develop foundational legal knowledge and apply critical thinking to navigate and resolve complex legal issues unique to health care settings. Through case studies and applied exercises, students will learn to identify actual and potential legal risks, interpret and comply with relevant legislation, and implement risk prevention and management strategies to support due diligence and accountability.

Critical Thinking & Evidence Informed Practices (HCA125) (3 credits)

This course introduces students to foundational research methods and critical thinking skills essential for evidence-informed leadership in health care administration/leadership. Students will locate, evaluate, and apply credible evidence to support decision-making in complex health care settings. Emphasis is placed on understanding the research process, integrating multiple sources of evidence, and practicing ethical research conduct. Students will also explore the role of artificial intelligence (AI), knowledge mobilization strategies, and basic principles of data collection and analysis. As a foundation for the Capstone project, this course equips students with the skills to develop research questions, evaluate evidence, and apply appropriate research tools to investigate real-world health system challenges.

Health Care Operations (HCA126) (3 credits)

This course equips students with the tools and frameworks needed to plan, manage, and optimize operations within health care organizations. Emphasizing data-informed decision-making, project management, and LEAN principles, students will explore strategies to improve patient flow, scheduling, resource utilization, and risk mitigation. Learners will apply practical tools such as work breakdown structures (WBS), Gantt charts, process mapping, workflow analysis, and health analytics to solve operational challenges. The course focuses on enhancing system performance, promoting continuous improvement, and increasing operational efficiency in dynamic health care environments.

Cultural Competence for Health Care Professional (HCL202) (3 credits)

This course examines how cultural competence and cultural safety contribute to equity, inclusion, and

quality in Canadian healthcare. Students will critically analyze how culture, identity, and systemic factors shape health beliefs, access, and experiences. Emphasis is placed on reflective practice, organizational culture, and strategies to address structural barriers and promote culturally responsive care. Through this lens, learners will evaluate policy frameworks, health equity strategies, and tools to support inclusive care and organizational transformation.

Semester 3

Patient and Family Centered Care (HCL101) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Patient Safety (HCL102) (3 credits)

In this course, students will examine the principles and practices of quality improvement, patient safety, and risk management within Canadian healthcare systems. Using a systems thinking lens, learners will evaluate frameworks that foster a culture of safety, support evidence-informed decision-making, and advance organizational reliability. Emphasis is placed on the role of corporate culture, accreditation, and professional regulation in promoting safety. Through case studies and applied tools, students will analyze safety incidents, interpret quality indicators, and design improvement initiatives that address human factors, system vulnerabilities, and organizational learning.

Leadership Communication, Collaboration and Relationships (HCL201) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Project Leadership in Health Care (HCL203) (3 credits)

This course provides learners with a comprehensive introduction to project management in the healthcare sector. Emphasis is placed on best practice standards and core project management knowledge areas, including scope definition, planning, communication, human resource management, risk mitigation, and procurement. Students will explore recognized frameworks such as PMBOK, with a focus on leading projects that improve clinical, operational, and financial outcomes. Through interactive discussions, case studies, and applied exercises, learners will gain hands-on experience in planning, executing, monitoring, and closing healthcare-related projects while developing the leadership skills needed to engage sponsors, guide teams, and influence key decision-makers across complex health systems.

Job Search and Success (HCL301) (3 credits)

This course is designed to prepare students for a successful job search and integration into the Canadian workplace. Learners will engage in self-reflection to identify their strengths and goals, and will develop practical skills in resume and cover letter writing, online job searching, and leveraging social media. The course also emphasizes behavioural-based interview techniques and strategies for presenting oneself effectively in a professional setting. Topics such as workplace safety, professional conduct, and responding to harassment and discrimination are explored to support long-term career success and well-being.

Group Capstone for Health Care Leadership (HCL302) (3 credits)

The Capstone course provides a culminating opportunity for learners to integrate and apply their knowledge of health care leadership through the completion of an applied research project. Students will produce a comprehensive project report and deliver a professional poster presentation on a topic relevant to health care leadership. Depending on the project's focus, learners may employ quantitative, qualitative, or mixed-methods research approaches. Throughout the course, students will receive mentorship and structured support to guide them through each stage of the project. In addition to their research work, students will engage in critical self-reflection and evaluate their individual contributions, professional growth, and collaborative competencies.

Semester 4

Health Care Leadership Internship (HCL401) (12 credits)

This 14-week internship course provides students with an immersive, real-world work experience in a healthcare leadership setting. In addition to the placement, students will participate in a weekly, instructor-led two-hour seminar designed to support their professional growth and success throughout the internship. Students will track their progress using a structured Skills Passbook, which includes documentation completed both by the placement supervisor and during the seminar sessions. Learners will establish individualized learning goals aligned with their placement context and will engage in ongoing reflection to assess and strengthen their leadership competencies and professional performance.

Health Care Leadership - Canadian Context (Brampton)

Section B.39
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5987)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This Ontario College Graduate Certificate has been designed for those who currently have a degree or diploma and wish to continue their education in Health Care Leadership. It is preferable if the previous education is in health care and the person has experience working in the health care field. This program is specifically designed to support students transitioning into the Canadian environment. Students of this program will develop professional leadership skills, project management skills, and quality management skills to support health care operations using a culturally competent approach. Students will learn patient and family care theories and patient safety to ensure quality health care operations within health care organizations in Canada. This program includes an Internship in the fourth semester, giving students the opportunity to exercise their learning and gain Canadian work experiences in a health care leadership role. Graduates of this program will have gained administrative and leadership skills preparing them for leadership roles in a variety of health care settings.

PROGRAM OUTCOMES

1. Communicate effectively and appropriately with patients, families, and members of both the health care and administrative teams to maintain a wholly interactive environment.
2. Practice and support evidence informed decision making, using critical thinking skills and best leadership practices to lead sustainable health care operations.
3. Practice within the legal, ethical and professional scope of practice of a leader in Ontario's health care system to maintain the integrity of the health care organization.
4. Address the needs of a diverse patient population using best practices to ensure progressive and positive processes within a health care facility.
5. Utilize progressive, professional leadership concepts with a culturally competent approach to achieve organizational and health system goals within an interprofessional health care team.
6. Apply accounting and financial principles to support the management and operations of an organization.
7. Utilize health care technology and informatics for the benefit of the patients and support of the institution.
8. Outline strategies to manage risks in the business activities of a health care organization to obtain a sustainable organization.
9. Develop and maintain ongoing personal and professional development to improve work performance in

health care leadership.

10. Apply patient and family quality care theories and core concepts of patient safety into current practices to achieve enhanced patient outcomes and positive experiences in the health care setting.

11. Apply principles of operational planning, project management, and quality management to support health care operations.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

It is preferred that students have an educational background in a health-related field, or an acceptable combination of related work experience and post-secondary education (as determined by the College).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals

HCA112-3 Health Informatics

HCA113-3 Policy in Health Care

HCA114-3 Leadership in Health Care Administration

HCA115-3 Ethics in Health Care Administration

HCA116-3 Financial Processes for Health Care Facilities

SEMESTER 2

HCA117-3 Managing in a Health Care Setting

HCA118-3 Innovation in Health Care

HCA119-3 Legal Aspects of Health Care Administration

HCA125-3 Critical Thinking & Evidence Informed Practices

HCA126-3 Health Care Operations

HCL202-3 Cultural Competence for Health Care Professional

SEMESTER 3

HCL101-3 Patient and Family Centered Care

HCL102-3 Patient Safety

HCL201-3 Leadership Communication, Collaboration and Relationships
HCL203-3 Project Leadership in Health Care
HCL301-3 Job Search and Success
HCL302-3 Group Capstone for Health Care Leadership

SEMESTER 4

HCL401-12 Health Care Leadership Internship

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Health Informatics (HCA112) (3 credits)

This course introduces students to the field of health informatics with an emphasis on data-driven decision-making in health care leadership and administration. Students will examine the evolution of health information systems and emerging technologies such as artificial intelligence (AI) that support clinical, operational, and policy development. A significant focus is placed on population health, data governance, and analytics as tools to improve health outcomes and resource allocation. As part of the course, students will develop a population health profile using relevant data sources to inform planning and decision-making within a health care or community context.

Policy in Health Care (HCA113) (3 credits)

This course explores the Canadian health care system through the lenses of history, law, economics, politics, ethics, and social values. Students will examine how health policy is developed, implemented, and evaluated, as well as the key drivers influencing change in health systems. Emphasis is placed on understanding current issues, policy debates, and the impact of policy on access, utilization, equity, and health outcomes. Comparative analysis with other international systems will support students in developing a critical perspective on health system performance and reform. Students will also learn how health care leaders can engage in and influence policy development.

Leadership in Health Care Administration (HCA114) (3 credits)

This course introduces students to key frameworks, behaviours, and practices in healthcare leadership. Emphasis is placed on the LEADS in a Caring Environment Framework, a nationally recognized model that supports leadership development across all levels of the health system. Students will examine and compare foundational and contemporary leadership theories, explore strategies to lead self, engage others, achieve results, develop coalitions, and contribute to system transformation. Through self-reflection and applied learning, students will articulate a personal leadership philosophy and develop a professional growth plan that aligns with their values, strengths, and career goals in health care leadership.

Ethics in Health Care Administration (HCA115) (3 credits)

This course examines foundational principles, frameworks, and models of ethical decision-making relevant to health care administrators. Students will explore the intersection of ethics, leadership, and governance by analyzing real-world dilemmas and current events through the lens of professional standards and organizational responsibilities. Topics include consent and capacity, resource allocation, provider-patient relationships, medical assistance in dying, reproduction, contested therapies, and emerging technologies. Emphasis is placed on the operational and strategic implications of ethical decision-making, and how ethical missteps can impact organizational integrity and public trust.

Financial Processes for Health Care Facilities (HCA116) (3 credits)

This course provides students with an introduction to basic accounting and budgeting principles. Students will explore the financial environment of Ontario's health care system, including funding models and cost drivers. Emphasis is placed on interpreting financial data, assessing variance, and applying financial insights to inform operational and strategic decisions. While students will gain a foundational understanding of budgeting and financial statements, the primary focus is on using financial information to support effective leadership, decision-making, and accountability in health care organizations.

Semester 2

Managing in a Health Care Setting (HCA117) (3 credits)

This course explores contemporary trends in managing human resources within health care settings. Students will develop the knowledge and skills needed to effectively lead teams, support a positive organizational culture, and navigate the legal and regulatory frameworks governing employment in Ontario. Emphasis is placed on employment standards, occupational health and safety, and human resources leadership. Core topics include workforce planning, recruitment and retention, performance management, and labour relations in unionized environments. Through practical application and critical reflection, students will learn how human resource practices influence quality of care, staff engagement, and organizational performance.

Innovation in Health Care (HCA118) (3 credits)

This course prepares students to lead transformation initiatives in health care. Grounded in the Systems Transformation dimension of the LEADS Framework, students will examine change leadership models, quality improvement methods, and innovation strategies that are human-centered, evidence-informed, and aligned with health system priorities. The course integrates Appreciative Inquiry to leverage organizational strengths, IDEO design principles to support creative problem-solving, and artificial intelligence (AI) as a tool for data-informed decision-making. Emphasis is placed on applying change theory and developing scalable, sustainable solutions that advance quality and system performance.

Legal Aspects of Health Care Administration (HCA119) (3 credits)

This course introduces students to the legal and regulatory frameworks governing health care in Ontario, with a focus on their impact on organizational governance, professional practice, and health care policy. Students will develop foundational legal knowledge and apply critical thinking to navigate and resolve

complex legal issues unique to health care settings. Through case studies and applied exercises, students will learn to identify actual and potential legal risks, interpret and comply with relevant legislation, and implement risk prevention and management strategies to support due diligence and accountability.

Critical Thinking & Evidence Informed Practices (HCA125) (3 credits)

This course introduces students to foundational research methods and critical thinking skills essential for evidence-informed leadership in health care administration/leadership. Students will locate, evaluate, and apply credible evidence to support decision-making in complex health care settings. Emphasis is placed on understanding the research process, integrating multiple sources of evidence, and practicing ethical research conduct. Students will also explore the role of artificial intelligence (AI), knowledge mobilization strategies, and basic principles of data collection and analysis. As a foundation for the Capstone project, this course equips students with the skills to develop research questions, evaluate evidence, and apply appropriate research tools to investigate real-world health system challenges.

Health Care Operations (HCA126) (3 credits)

This course equips students with the tools and frameworks needed to plan, manage, and optimize operations within health care organizations. Emphasizing data-informed decision-making, project management, and LEAN principles, students will explore strategies to improve patient flow, scheduling, resource utilization, and risk mitigation. Learners will apply practical tools such as work breakdown structures (WBS), Gantt charts, process mapping, workflow analysis, and health analytics to solve operational challenges. The course focuses on enhancing system performance, promoting continuous improvement, and increasing operational efficiency in dynamic health care environments.

Cultural Competence for Health Care Professional (HCL202) (3 credits)

This course examines how cultural competence and cultural safety contribute to equity, inclusion, and quality in Canadian healthcare. Students will critically analyze how culture, identity, and systemic factors shape health beliefs, access, and experiences. Emphasis is placed on reflective practice, organizational culture, and strategies to address structural barriers and promote culturally responsive care. Through this lens, learners will evaluate policy frameworks, health equity strategies, and tools to support inclusive care and organizational transformation.

Semester 3

Patient and Family Centered Care (HCL101) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Patient Safety (HCL102) (3 credits)

In this course, students will examine the principles and practices of quality improvement, patient safety, and risk management within Canadian healthcare systems. Using a systems thinking lens, learners will

evaluate frameworks that foster a culture of safety, support evidence-informed decision-making, and advance organizational reliability. Emphasis is placed on the role of corporate culture, accreditation, and professional regulation in promoting safety. Through case studies and applied tools, students will analyze safety incidents, interpret quality indicators, and design improvement initiatives that address human factors, system vulnerabilities, and organizational learning.

Leadership Communication, Collaboration and Relationships (HCL201) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Project Leadership in Health Care (HCL203) (3 credits)

This course provides learners with a comprehensive introduction to project management in the healthcare sector. Emphasis is placed on best practice standards and core project management knowledge areas, including scope definition, planning, communication, human resource management, risk mitigation, and procurement. Students will explore recognized frameworks such as PMBOK, with a focus on leading projects that improve clinical, operational, and financial outcomes. Through interactive discussions, case studies, and applied exercises, learners will gain hands-on experience in planning, executing, monitoring, and closing healthcare-related projects while developing the leadership skills needed to engage sponsors, guide teams, and influence key decision-makers across complex health systems.

Job Search and Success (HCL301) (3 credits)

This course is designed to prepare students for a successful job search and integration into the Canadian workplace. Learners will engage in self-reflection to identify their strengths and goals, and will develop practical skills in resume and cover letter writing, online job searching, and leveraging social media. The course also emphasizes behavioural-based interview techniques and strategies for presenting oneself effectively in a professional setting. Topics such as workplace safety, professional conduct, and responding to harassment and discrimination are explored to support long-term career success and well-being.

Group Capstone for Health Care Leadership (HCL302) (3 credits)

The Capstone course provides a culminating opportunity for learners to integrate and apply their knowledge of health care leadership through the completion of an applied research project. Students will produce a comprehensive project report and deliver a professional poster presentation on a topic relevant to health care leadership. Depending on the project's focus, learners may employ quantitative, qualitative, or mixed-methods research approaches. Throughout the course, students will receive mentorship and structured support to guide them through each stage of the project. In addition to their research work, students will engage in critical self-reflection and evaluate their individual contributions, professional growth, and collaborative competencies.

Semester 4

Health Care Leadership Internship (HCL401) (12 credits)

This 14-week internship course provides students with an immersive, real-world work experience in a

healthcare leadership setting. In addition to the placement, students will participate in a weekly, instructor-led two-hour seminar designed to support their professional growth and success throughout the internship. Students will track their progress using a structured Skills Passbook, which includes documentation completed both by the placement supervisor and during the seminar sessions. Learners will establish individualized learning goals aligned with their placement context and will engage in ongoing reflection to assess and strengthen their leadership competencies and professional performance.

Office Administration - Executive

Section B.40
2025-07-02

Ontario College Diploma (3 Semesters - 46 Weeks) (2086)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. This program may be reinstated in a future Academic Year.

Want to accelerate your career in business? If you thrive in a dynamic, fast-paced environment and enjoy making sure everything runs smoothly, then the one-year Office Administration – Executive program is for you.

With a focus on strong organizational, communication, and problem-solving skills, this diploma program prepares you to handle the challenges faced by businesses. Delivered in only three consecutive semesters, you will become a vital part of any office, mastering in-demand skills across a variety of software applications, including:

- Word processing
- Spreadsheets
- Presentations
- Website design
- Database management
- Desktop publishing
- Automated accounting
- Bookkeeping

Learn in small class sizes with personalized support from faculty who are dedicated to your success. We want you to know we have your back! Plus, they will help you fine-tune your decision making and customer service skills to help you shine in a team setting and in customer-facing business environments.

You will gain transferable skills that can be applied to many other business roles and across industries, giving you flexibility in shaping your career path. The Hyflex format of the program will allow you to choose whether to attend classes on campus or virtually, preparing you for the modern workplace.

Benefit from the Mentorship Program, where professionals in the field will guide you through your academic and career journey, helping you make connections, become a leader, and prepare for career success. You can even enhance your skills during the program by earning up to nine micro-credentials which will give you a competitive advantage in key areas of office administration and beyond.

Finish off the program with a valuable four-week placement, where you'll apply your skills in a real-world office setting across sectors like government, healthcare, education, and private business.

Administrative roles are essential to the smooth operation of any business, so choose the path to an impactful career where you are in demand.

PROGRAM OUTCOMES

A graduate of the Office Administration - Executive Program at Sault College will reliably demonstrate the ability to:

1. Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
2. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
3. Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
4. Operate and provide support related to the use, maintenance and procurement of office equipment and technologies.
5. Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
6. Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
7. Prepare and produce a variety of business documents using available technologies and applying industry standards.
8. Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
9. Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
10. Select and use information technologies to support communication with internal and external stakeholders and to promote the organization.
11. Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.
12. Support the implementation of projects by applying basic principles of project management.

Reference

Ministry of Training, Colleges and Universities Office Administration - Executive Program Standards (MTCU 52316), June 2015.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 11 Foundations for College Math (C) MBF3C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

Minimum Technology Requirements for Office Administration - Executive program:

- i5 Processor (or equivalent)

- 8GB RAM
- 256 SSD (Solid State Disk)
- Web Camera
- Windows 10 (Operating System)

The following link can be leveraged to access purchasing of devices directly from Dell following the standards provided. www.dell.ca/saultcollege

ACADEMIC RECOMMENDATIONS

We recommend that students have basic keyboarding and computer skills, as well as spelling and grammar proficiency.

CAREER PATHS

Graduates of the Office Administration - Executive program are prepared for a variety of positions. These include administrative assistant, executive assistant, office coordinator, information specialist, receptionist, clerk-typist, secretary, and records management clerk. Executive graduates may find employment in private industry, government agencies, and medical and financial institutions. You would also be prepared to take further studies at Sault College, Algoma University, or Lake Superior State University knowing that you have all the tools you will need for success. The International Association of Administrative Professionals (IAAP) is the professional organization that awaits you upon graduation.

OTHER INFORMATION

Program College Contact: Minttu Kamula, minttu.kamula@saultcollege.ca

PROGRAM OF STUDY

Module 1 - 7 Weeks

MTH134-3 Mathematics
 OAD005-1 Keyboarding Speed Development
 OAD123-5 Applied Office Communications
 OAD128-4 Business Word Processing
 OAD129-3 Computer Essentials
 OAD106-3 Interpersonal Dynamics

Module 2 - 7 Weeks

MTH134-3 Mathematics
 OAD005-1 Keyboarding Speed Development
 OAD114-2 Administrative Office Procedures
 OAD123-5 Applied Office Communications
 OAD131-3 Spreadsheets - Level I
 OAD300-3 Presentation Graphics
 OAD106-3 Interpersonal Dynamics

Module 3 - 7 Weeks

OAD103-3 Employment Strategies
OAD140-6 Applied Office Communications II
OAD141-5 Advanced Document Production
OAD142-3 Spreadsheets - Level II
OAD143-6 Bookkeeping and Accounting

Select one of the following:

GEN110: Student Selected General Education

Module 4 - 7 Weeks

OAD103-3 Employment Strategies
OAD130-2 Social Media in the Workplace
OAD140-6 Applied Office Communications II
OAD141-5 Advanced Document Production
OAD143-6 Bookkeeping and Accounting

Select one of the following:

GEN110: Student Selected General Education

Module 5 - 7 Weeks

OAD118-2 Supporting Office Technology
OAD150-1 Career Experience I
OAD151-3 Desktop Publishing
OAD154-4 Records Management
OAD209-4 Administrative Office Simulation

Module 6 - 7 Weeks

OAD152-1 Career Experience II
OAD153-3 Database Management and Applications
OAD154-4 Records Management
OAD203-3 Event Management
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Module 1 - 7 Weeks

Mathematics (MTH134) (3 credits)

The student will study fractions, decimals, percentages, ratio and proportion, the metric system and conversion of units, and payroll calculations applying each of these to business problems. The course concludes with an introduction to statistics including preparing and interpreting graphs.

Keyboarding Speed Development (OAD005) (1 credits)

This course is designed to develop and measure the speed and accuracy of students' keyboarding skills. Through the use of weekly keyboarding exercises and timed keyboarding exercises, students will demonstrate their ability to keyboard at a minimum speed of 60 gross words per minute (WPM) with 98 percent accuracy.

Applied Office Communications (OAD123) (5 credits)

This course allows students to develop high-level grammar skills necessary for business communication. Students will gain an understanding of the correct use of the English language through extensive practical application. The role of the individual parts of speech and the standard rules of grammar, syntax, punctuation, capitalization, and number use will be studied. Students will learn to write concise, meaningful sentences using an appropriate business vocabulary. Proofreading, editing, and spelling skills will be emphasized throughout the course.

Business Word Processing (OAD128) (4 credits)

This course is designed to develop skills in word processing and current document formatting. The course will provide the students with instruction in word processing applications as applied in the business environment.

Computer Essentials (OAD129) (3 credits)

Office Administration professionals are required to be proficient and ethical in the use and operation of personal computers to manage information and internal, external communications at an advanced level. Students will work with the Windows operating system to perform computer-related office tasks and manage their computer effectively and efficiently. Outlook will also be studied to an advanced level as a complete time and information manager. In addition, students will use the Internet to research effectively. Appropriate use of information will be addressed to ensure an understanding of legislative requirements (Anti-Spam Legislation), as well as the etiquette and formatting of online communications.

Interpersonal Dynamics (OAD106) (3 credits)

In this course, students will learn techniques to build and maintain effective relationships with customers, teammates, colleagues, and employers. Students will clarify their own personal values and professional ethics while developing the skills needed to work in teams, make decisions, problem solve, and manage conflict in the diverse, ethical workplace.

Module 2 - 7 Weeks

Mathematics (MTH134) (3 credits)

The student will study fractions, decimals, percentages, ratio and proportion, the metric system and conversion of units, and payroll calculations applying each of these to business problems. The course concludes with an introduction to statistics including preparing and interpreting graphs.

Keyboarding Speed Development (OAD005) (1 credits)

This course is designed to develop and measure the speed and accuracy of students' keyboarding skills. Through the use of weekly keyboarding exercises and timed keyboarding exercises, students will demonstrate their ability to keyboard at a minimum speed of 60 gross words per minute (WPM) with 98 percent accuracy.

Administrative Office Procedures (OAD114) (2 credits)

This course introduces students to the administrative profession, basic office procedures, and office technology. The global economy requires administrative professionals to have knowledge of broad business practices and a diverse skill set. Some topics to be covered include human resource functions, project management, organizational structure, handling incoming and outgoing mail, management and

leadership concepts, making critical business decisions, soft skills, time management and prioritizing, and interpersonal skills.

Applied Office Communications (OAD123) (5 credits)

This course allows students to develop high-level grammar skills necessary for business communication. Students will gain an understanding of the correct use of the English language through extensive practical application. The role of the individual parts of speech and the standard rules of grammar, syntax, punctuation, capitalization, and number use will be studied. Students will learn to write concise, meaningful sentences using an appropriate business vocabulary. Proofreading, editing, and spelling skills will be emphasized throughout the course.

Spreadsheets - Level I (OAD131) (3 credits)

The spreadsheet format is commonly used to track inventory, enter accounting transactions, and predict future business moves. Basic spreadsheet concepts such as entering different types of data into a spreadsheet program, saving files, and revising data will be introduced. Students will then continue on to utilize formulas/functions, print reports, and create and use charts/graphs.

Presentation Graphics (OAD300) (3 credits)

Effective communication through text, charts, graphs, and diagrams is essential in the business world today. Graduates will be able to use presentation software to prepare effective visual aids to highlight information presented in meetings, seminars, or lectures. While emphasis is placed on the use of the software, students will also develop their oral presentation skills.

Interpersonal Dynamics (OAD106) (3 credits)

In this course, students will learn techniques to build and maintain effective relationships with customers, teammates, colleagues, and employers. Students will clarify their own personal values and professional ethics while developing the skills needed to work in teams, make decisions, problem solve, and manage conflict in the diverse, ethical workplace.

Semester 2

Module 3 - 7 Weeks

Employment Strategies (OAD103) (3 credits)

Aimed at creating the tools needed for a successful job search, this course provides students with the latest job search techniques and includes such topics as planning the employment search; preparing resumes, cover letters, and other related correspondence; and developing effective interview techniques.

Applied Office Communications II (OAD140) (6 credits)

A strong business communication foundation will be developed as students practice business writing, listening, and oral skills. Students will follow a three-step writing process and apply this process to business messages including letters, memos, and email messages. Routine business correspondence as well as good-news/bad-news, goodwill, and persuasive messages will be written. Business reports, proposals, and presentations will also be developed. Grammar, sentence mechanics, and word usage will be incorporated into the daily work and will be part of all tests.

Advanced Document Production (OAD141) (5 credits)

This course is designed to provide the student with advanced-level skills in document formatting with an

emphasis on editing and proofreading techniques through the integrated use of a leading reference manual. The course offers a generic simulation which has been designed for students who have had extensive training in the use of a word processing program. In this simulation, the students will have an opportunity to apply their word processing and editing/proofreading skills.

Spreadsheets - Level II (OAD142) (3 credits)

Students will continue to build spreadsheet skills through the use of filters, advanced functions, built-in formulas, PivotTables, and PivotCharts. Other topics to be covered include using graphics, consolidating data and linking workbooks, protecting worksheets and workbooks, working with external data sources, sharing work, and creating forms and templates.

Bookkeeping and Accounting (OAD143) (6 credits)

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Module 4 - 7 Weeks

Employment Strategies (OAD103) (3 credits)

Aimed at creating the tools needed for a successful job search, this course provides students with the latest job search techniques and includes such topics as planning the employment search; preparing resumes, cover letters, and other related correspondence; and developing effective interview techniques.

Social Media in the Workplace (OAD130) (2 credits)

Several key information technologies are used in the workplace to communicate with stakeholders and promote the organization, such as Twitter, Facebook, YouTube, and LinkedIn. Students will select, develop, and maintain some of these online platforms and apply marketing strategies to promote the organization in accordance with relevant guidelines.

Applied Office Communications II (OAD140) (6 credits)

A strong business communication foundation will be developed as students practice business writing, listening, and oral skills. Students will follow a three-step writing process and apply this process to business messages including letters, memos, and email messages. Routine business correspondence as well as good-news/bad-news, goodwill, and persuasive messages will be written. Business reports, proposals, and presentations will also be developed. Grammar, sentence mechanics, and word usage will be incorporated into the daily work and will be part of all tests.

Advanced Document Production (OAD141) (5 credits)

This course is designed to provide the student with advanced-level skills in document formatting with an emphasis on editing and proofreading techniques through the integrated use of a leading reference manual. The course offers a generic simulation which has been designed for students who have had extensive training in the use of a word processing program. In this simulation, the students will have an opportunity to apply their word processing and editing/proofreading skills.

Bookkeeping and Accounting (OAD143) (6 credits)

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Module 5 - 7 Weeks

Supporting Office Technology (OAD118) (2 credits)

Supporting and adapting to a rapidly changing workplace, especially in the areas of equipment and technology usage, maintenance, and procurement, are critical skills required by office professionals. In this course, students will identify existing and emerging technologies. As well, students will investigate and work with the supports available to operate, maintain, and support office equipment and technology.

Career Experience I (OAD150) (1 credits)

Students begin preparing for the four-week Career Experience work placement that occurs at the end of the third semester. Appropriate workplace behaviour and etiquette will be stressed. At the completion of OAD302, students will be notified of their assigned Career Experience work placement.

Desktop Publishing (OAD151) (3 credits)

Continuing from the word processing basics, students will combine basic design principles and production techniques to produce a variety of printed material such as stationery, business cards, posters, newsletters, resumes, etc. A practical, hands-on approach will be taken with emphasis on producing professional materials, but specific desktop publishing terminology must be mastered. Students will make use of graphics, scanners, digital cameras, and specialty papers.

Records Management (OAD154) (4 credits)

This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling records from the time of their creation until their disposition. Current ARMA filing rules will be covered.

Administrative Office Simulation (OAD209) (4 credits)

Designed to prepare students to assume administrative assistant/executive positions, students will apply composition, research, formatting, and language skills to process and prepare correspondence, reports, and forms by a specified deadline using computer application software.

The ability to organize, process, and respond to oral and written (paper/electronic) communications to facilitate the flow of information in the workplace is stressed, and continued emphasis is placed on the development of non-technical skills such as time management, listening, decision-making, and organizational skills.

Module 6 - 7 Weeks

Career Experience II (OAD152) (1 credits)

During the seven week classroom portion of the course, students will prepare placement documentation including an up-to-date functional resume and letter of introduction. Completion of Worker Health and Safety Awareness online training is required, and continued emphasis is placed on appropriate workplace behaviour and etiquette. Upon completion of the classroom portion, students will participate in a 4-week Career Experience work placement in an office performing duties that are directly related to the office administration course of study. Through the work placement, students are able to put classroom theory

into practice.

Database Management and Applications (OAD153) (3 credits)

Data is a valuable resource to companies, and the organizing, creating, maintaining, retrieving, and sorting of data are important activities. Using Access, students will concentrate on transforming raw data into database files that can be queried and organized into accurate, final-form business-style reports and forms.

Records Management (OAD154) (4 credits)

This course will give the student an understanding of the scope and complexities of the administrative management of records. Emphasis will be placed on managing and controlling records from the time of their creation until their disposition. Current ARMA filing rules will be covered.

Event Management (OAD203) (3 credits)

The OAD203 course is designed to provide students with the strategies and organizational skills needed to plan, organize, and administer conferences, meetings, and special events, including the preparation of related documentation. As part of the learning activities, students will organize, host, and participate in out-of-class events. Participation both in class and at event planning meetings, are essential elements of this course. Students will also develop minute-taking techniques needed to prepare effective minutes.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Project Management program provides theoretical and practical knowledge to manage projects in a timely and cost-effective manner. This highly sought after skillset provides valuable project management experience that is applicable across numerous industries.

Closely aligned with the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College 8-month graduate certificate program introduces students to the systematic practice of managing individual and multiple projects through the application of current methods, tools, and technologies.

Students in the Project Management program will receive a student membership to the Program Management Institute. [Click here to see the benefits of a membership.](#)

PROGRAM OUTCOMES

1. Manage the scope, cost, timing, and quality of the project at all times focused on project success as defined by project stakeholders.
2. Align the project to the organizations strategic plan, quality assurance processes and business justification throughout its lifecycle.
3. Define and manage the overall scope of the project, deliverables, constraints, performance criteria, benchmarks (including financial) and resource requirements in consultation with project stakeholders.
4. Implement project management knowledge processes, lifecycle and concepts, tools and techniques in order to achieve project success as defined by the stakeholder(s).
5. Adapt projects in response to issues that arise internally and externally providing creative and flexible solutions.
6. Interact with team and stakeholders in a professional manner, respecting differences to ensure a collaborative project environment.
7. Manage communications to ensure timely and appropriate generation, collection, dissemination, storage and disposition of project information to aid in the achievement of project objectives.
8. Implement general business concepts, practices, and tools to facilitate project success.
9. Apply appropriate legal and ethical standards in the planning of projects to meet industry and client expectations.
10. Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e., consulting, government, arts, media).
11. Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.

12. Develop a comprehensive project plan that includes planning and control procedures, resource management, and risk management plans.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

CAREER PATHS

Possible Occupational Titles:

- Project Manager
- Project Coordinator
- Project Leader
- Process Development Analyst
- Global Project Assistant Manager

OTHER INFORMATION

Program College Contact: Brent Pusch, brent.pusch@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

PMC101-3 Principles of Project Management
PMC102-3 Project Cost and Procurement Management
PMC103-4 Project Planning and Scheduling
PMC104-3 Project Communication Management
PMC107-3 Business Operations
PMC108-4 Project Management and Tools

SEMESTER 2

PMC201-4 Project Leadership
PMC202-3 Project Risk Management
PMC203-6 Project Management Capstone Project
PMC204-3 Project Scope Quality Management
PMC205-4 Project Integration Simulation

Course Descriptions

Semester 1

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be

introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Cost and Procurement Management (PMC102) (3 credits)

This course provides students with tools, techniques, and knowledge on fundamental principles of project costing and budgeting including a deep discussion around contract and procurement management. This course provides guidance on effectively managing the financial aspect of the project including assessing and choosing the right project mix using financial feasibility, tools for estimating and budgeting projects, earned value techniques for monitoring financial performance of projects, and financial reporting structures for overall governance. The course also covers the project management principle of stewardship, and will discuss Project Manager skills and behaviours needed to ensure project success.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Project Communication Management (PMC104) (3 credits)

This course is designed to provide students with insight regarding project communication models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. Communication is a critical element of successful projects in development and life cycle formats, project managers must develop and execute integrated communications plans involving all project resources and stakeholders. Students will learn the core concepts as well as the project performance domains to be employed for effective project communications.

Business Operations (PMC107) (3 credits)

This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.

Project Management and Tools (PMC108) (4 credits)

This course is designed to develop critical thinking skills, enabling the student/practitioner to make effective decisions during each phase of the project life cycle. The course will offer understanding and comprehensive knowledge so student/practitioner will know when, where, and how to use the most effective project management resources for each project. Students/practitioners will also be introduced to Microsoft Project, which is a popular software of choice for project management scheduling.

Semester 2

Project Leadership (PMC201) (4 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The

emphasis is placed on leadership and change management applications to demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. Students will gain insight into project leadership models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include leadership models, accountability,

Project Risk Management (PMC202) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a development approach and project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business's ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Project Management Capstone Project (PMC203) (6 credits)

This course will allow students to apply several different project management principles to a simulated project under the guidance of the instructor. A final research paper and presentation will be required, exploring a project of interest emerging from the student's individual/group program of study. Students will also be given direct feedback and learn techniques to increase effectiveness and efficiency of their project work using different theories, concepts, tools, applications, and techniques commonly used in real-life project environment. Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Scope Quality Management (PMC204) (3 credits)

Understanding project scope and its relationship to managing project requirements and project quality are cornerstone activities for any successful project. Participants study how to identify, write, analyze and manage requirements for projects and how to develop effective scope statements and deploy proven quality management tools and techniques. The course emphasizes the use of project domains and principles that are used to effectively create project success and project quality management.

Project Integration Simulation (PMC205) (4 credits)

This course provides students with rigorous simulation of the project principles and performance domains by using project principles and performance domains that exposes and elaborates various aspects of project management through realistic situational learning. This course also aims to build students' confidence to take a project from inception to a successful completion through hands-on case studies and classroom discussions. Course activities will also drive students' excitement, understanding and retention of project techniques. Students will also be given practical and hands-on approach through exercises, group discussions and assignments.

Project Management (Brampton)

Section B.42
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (5915)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The last intake of this program was May 2023. This program is no longer available. A two-year Advanced Project Management – Strategic Leadership program (5927) is currently offered.

The Project Management program provides theoretical and practical knowledge to manage projects in a timely and cost-effective manner.

This highly sought after skillset provides valuable project management experience that is applicable across numerous industries. Closely aligned with the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College 8-month graduate certificate program introduces students to the systematic practice of managing individual and multiple projects through the application of current methods, tools, and technologies.

PROGRAM OUTCOMES

1. Manage the scope, cost, timing, and quality of the project at all times focused on project success as defined by project stakeholders.
2. Align the project to the organizations strategic plan, quality assurance processes and business justification throughout its lifecycle.
3. Define and manage the overall scope of the project, deliverables, constraints, performance criteria, benchmarks (including financial) and resource requirements in consultation with project stakeholders.
4. Implement project management knowledge processes, lifecycle and concepts, tools and techniques in order to achieve project success as defined by the stakeholder(s).
5. Adapt projects in response to issues that arise internally and externally providing creative and flexible solutions.
6. Interact with team and stakeholders in a professional manner, respecting differences to ensure a collaborative project environment.
7. Manage communications to ensure timely and appropriate generation, collection, dissemination, storage and disposition of project information to aid in the achievement of project objectives.
8. Implement general business concepts, practices, and tools to facilitate project success.
9. Apply appropriate legal and ethical standards in the planning of projects to meet industry and client expectations.
10. Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e., consulting, government, arts, media).
11. Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.
12. Develop a comprehensive project plan that includes planning and control procedures, resource management, and risk management plans.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

CAREER PATHS

Possible Occupational Titles:

- Project Manager
- Project Coordinator
- Project Leader
- Process Development Analyst
- Global Project Assistant Manager

OTHER INFORMATION

September, January, and May intakes are available for this program. Please contact the Registrar's Office for further information.

PROGRAM OF STUDY

SEMESTER 1

PMC101-3 Principles of Project Management
PMC102-3 Project Cost and Procurement Management
PMC103-4 Project Planning and Scheduling
PMC104-3 Project Communication Management
PMC107-3 Business Operations
PMC108-4 Project Management and Tools

SEMESTER 2

PMC201-4 Project Leadership
PMC202-3 Project Risk Management
PMC203-6 Project Management Capstone Project
PMC204-3 Project Scope Quality Management
PMC205-4 Project Integration Simulation

Course Descriptions

Semester 1

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Cost and Procurement Management (PMC102) (3 credits)

This course provides students with tools, techniques, and knowledge on fundamental principles of project costing and budgeting including a deep discussion around contract and procurement management. This

course provides guidance on effectively managing the financial aspect of the project including assessing and choosing the right project mix using financial feasibility, tools for estimating and budgeting projects, earned value techniques for monitoring financial performance of projects, and financial reporting structures for overall governance. The course also covers the project management principle of stewardship, and will discuss Project Manager skills and behaviours needed to ensure project success.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Project Communication Management (PMC104) (3 credits)

This course is designed to provide students with insight regarding project communication models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. Communication is a critical element of successful projects in development and life cycle formats, project managers must develop and execute integrated communications plans involving all project resources and stakeholders. Students will learn the core concepts as well as the project performance domains to be employed for effective project communications.

Business Operations (PMC107) (3 credits)

This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.

Project Management and Tools (PMC108) (4 credits)

This course is designed to develop critical thinking skills, enabling the student/practitioner to make effective decisions during each phase of the project life cycle. The course will offer understanding and comprehensive knowledge so student/practitioner will know when, where, and how to use the most effective project management resources for each project. Students/practitioners will also be introduced to Microsoft Project, which is a popular software of choice for project management scheduling.

Semester 2

Project Leadership (PMC201) (4 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on leadership and change management applications to demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. Students will gain insight into project leadership models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include leadership models, accountability,

Project Risk Management (PMC202) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a development approach and project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business's ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Project Management Capstone Project (PMC203) (6 credits)

This course will allow students to apply several different project management principles to a simulated project under the guidance of the instructor. A final research paper and presentation will be required, exploring a project of interest emerging from the student's individual/group program of study. Students will also be given direct feedback and learn techniques to increase effectiveness and efficiency of their project work using different theories, concepts, tools, applications, and techniques commonly used in real-life project environment. Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Scope Quality Management (PMC204) (3 credits)

Understanding project scope and its relationship to managing project requirements and project quality are cornerstone activities for any successful project. Participants study how to identify, write, analyze and manage requirements for projects and how to develop effective scope statements and deploy proven quality management tools and techniques. The course emphasizes the use of project domains and principles that are used to effectively create project success and project quality management.

Project Integration Simulation (PMC205) (4 credits)

This course provides students with rigorous simulation of the project principles and performance domains by using project principles and performance domains that exposes and elaborates various aspects of project management through realistic situational learning. This course also aims to build students' confidence to take a project from inception to a successful completion through hands-on case studies and classroom discussions. Course activities will also drive students' excitement, understanding and retention of project techniques. Students will also be given practical and hands-on approach through exercises, group discussions and assignments.

Project Management (Toronto)

Section B.43
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (5925)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Project Management program provides theoretical and practical knowledge to manage projects in a timely and cost-effective manner.

This highly sought after skillset provides valuable project management experience that is applicable across numerous industries. Closely aligned with the Project Management Institutes (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College 8-month graduate certificate program introduces students to the systematic practice of managing individual and multiple projects through the application of current methods, tools, and technologies.

PROGRAM OUTCOMES

1. Manage the scope, cost, timing, and quality of the project at all times focused on project success as defined by project stakeholders.
2. Align the project to the organizations strategic plan, quality assurance processes and business justification throughout its lifecycle.
3. Define and manage the overall scope of the project, deliverables, constraints, performance criteria, benchmarks (including financial) and resource requirements in consultation with project stakeholders.
4. Implement project management knowledge processes, lifecycle and concepts, tools and techniques in order to achieve project success as defined by the stakeholder(s).
5. Adapt projects in response to issues that arise internally and externally providing creative and flexible solutions.
6. Interact with team and stakeholders in a professional manner, respecting differences to ensure a collaborative project environment.
7. Manage communications to ensure timely and appropriate generation, collection, dissemination, storage and disposition of project information to aid in the achievement of project objectives.
8. Implement general business concepts, practices, and tools to facilitate project success.
9. Apply appropriate legal and ethical standards in the planning of projects to meet industry and client expectations.
10. Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e., consulting, government, arts, media).
11. Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.
12. Develop a comprehensive project plan that includes planning and control procedures, resource management, and risk management plans.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

CAREER PATHS

Possible Occupational Titles:

- Project Manager
- Project Coordinator
- Project Leader
- Process Development Analyst
- Global Project Assistant Manager

OTHER INFORMATION

September, January, and May intakes are available for this program. Please contact the Registrar's Office for further information.

PROGRAM OF STUDY

SEMESTER 1

PMC101-3 Principles of Project Management
PMC102-3 Project Cost and Procurement Management
PMC103-4 Project Planning and Scheduling
PMC104-3 Project Communication Management
PMC107-3 Business Operations
PMC108-4 Project Management and Tools

SEMESTER 2

PMC201-4 Project Leadership
PMC202-3 Project Risk Management
PMC203-6 Project Management Capstone Project
PMC204-3 Project Scope Quality Management
PMC205-4 Project Integration Simulation

Course Descriptions

Semester 1

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Cost and Procurement Management (PMC102) (3 credits)

This course provides students with tools, techniques, and knowledge on fundamental principles of project costing and budgeting including a deep discussion around contract and procurement management. This course provides guidance on effectively managing the financial aspect of the project including assessing and choosing the right project mix using financial feasibility, tools for estimating and budgeting projects, earned value techniques for monitoring financial performance of projects, and financial reporting structures for overall governance. The course also covers the project management principle of stewardship, and will discuss Project Manager skills and behaviours needed to ensure project success.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Project Communication Management (PMC104) (3 credits)

This course is designed to provide students with insight regarding project communication models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. Communication is a critical element of successful projects in development and life cycle formats, project managers must develop and execute integrated communications plans involving all project resources and stakeholders. Students will learn the core concepts as well as the project performance domains to be employed for effective project communications.

Business Operations (PMC107) (3 credits)

This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.

Project Management and Tools (PMC108) (4 credits)

This course is designed to develop critical thinking skills, enabling the student/practitioner to make effective decisions during each phase of the project life cycle. The course will offer understanding and comprehensive knowledge so student/practitioner will know when, where, and how to use the most effective project management resources for each project. Students/practitioners will also be introduced to Microsoft Project, which is a popular software of choice for project management scheduling.

Semester 2

Project Leadership (PMC201) (4 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on leadership and change management applications to demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. Students will gain insight into project leadership models, methods, and artifacts, with a basis in the Project Management Institute (PMI) Body of Knowledge and Methodology. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include leadership models, accountability,

Project Risk Management (PMC202) (3 credits)

In this course, the processes and activities necessary to manage risk throughout a development approach and project life cycle will be identified and applied. Students will be exposed to practical exercises, tools and techniques for both qualitative and quantitative analysis for handling project risks. There will be an introduction to a comprehensive project risk management process/matrix that extends from initiation

through to project completion and from risk symptoms to risk event impact. Critical to risk management success is the business's ability to project risk alignment and mitigation strategies beyond the basic financial contingency approach.

Project Management Capstone Project (PMC203) (6 credits)

This course will allow students to apply several different project management principles to a simulated project under the guidance of the instructor. A final research paper and presentation will be required, exploring a project of interest emerging from the student's individual/group program of study. Students will also be given direct feedback and learn techniques to increase effectiveness and efficiency of their project work using different theories, concepts, tools, applications, and techniques commonly used in real-life project environment. Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Scope Quality Management (PMC204) (3 credits)

Understanding project scope and its relationship to managing project requirements and project quality are cornerstone activities for any successful project. Participants study how to identify, write, analyze and manage requirements for projects and how to develop effective scope statements and deploy proven quality management tools and techniques. The course emphasizes the use of project domains and principles that are used to effectively create project success and project quality management.

Project Integration Simulation (PMC205) (4 credits)

This course provides students with rigorous simulation of the project principles and performance domains by using project principles and performance domains that exposes and elaborates various aspects of project management through realistic situational learning. This course also aims to build students' confidence to take a project from inception to a successful completion through hands-on case studies and classroom discussions. Course activities will also drive students' excitement, understanding and retention of project techniques. Students will also be given practical and hands-on approach through exercises, group discussions and assignments.

Public Relations and Event Management

Section B.44
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (2170)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

You're good at connecting people and creating a buzz. This is what makes public relations your calling! The Sault College Public Relations and Event Management Program is unique in Ontario and will have employers eager to hire you as a professional with two in-demand skill sets.

During this in-class and experiential two-semester PR program you'll learn successful public relations strategies, dynamic presentation skills, strategic communication techniques and in-depth training in media relations.

Plus through engaging event planning courses, gain expert instruction in online event planning, and fundraising for corporate and non-profit sectors.

There's no doubt you'll make waves in this field!

As you earn your public relations diploma, gain real event management and PR experience through organizing events and executing campaigns for real clients – this is not your typical public relations college in Ontario. This program also includes a four-week Field Placement opportunity that enables students to apply their knowledge and skills with a local organization.

Expert instructors. Small class sizes. Guest speakers. Real-world experience. Networking opportunities. Portfolio building.

You will find it all here!

PROGRAM OUTCOMES

A graduate of the Sault College Public Relations and Event Management Program will reliably demonstrate the ability to:

1. coordinate and contribute to the planning of public relations activities, including the development of clear, measureable communication objectives and project or tactical budgets and selection of strategies, tactics, tools and resources to manage a range of stakeholder relationships and issues and achieve organization objectives.
2. coordinate and contribute to and adapt the implementation of strategies and tactics and the management of budgets and resources to achieve communication objectives and meet activity guidelines and requirements
3. write and edit clear, accurate, targeted copy aligned to organizational objectives, appropriate for the chosen channel(s) and to a specified deadline
4. produce effective, accessible, and timely print, digital and multimedia communications, independently and collaboratively, to manage specific stakeholder relations and/or issues and achieve organizational objectives.

5. use research and analytical skills to guide the development of communication objectives and public relations activities, evaluate their impact, and support organizational objectives and stakeholder relationships
6. engage stakeholders by adapting language, tone and presentation style to the public relations purpose, situation, audience and channel(s).
7. comply with and support others to work in accordance with relevant professional association and industry codes of ethics, public relations professional standards and practices, and legal obligations, protocols and policies.
8. monitor emerging social and economic trends, and local, national and global issues to guide the planning and implementation of public relations strategies and tactics and support organizational effectiveness, stakeholder relationships and ongoing personal professional development.
9. assess the selection and implications of current emerging technologies on the quality and delivery of public relations activities and on organizational effectiveness.
10. select strategies and tools to build and manage stakeholder relationships to support public relations activities, organizational objectives and career development.

Reference

Ministry of Training, Colleges and Universities, Public Relations and Event Management Program Standards (MTCU 70243), December 2014.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, University Degree or equivalent in a related program of study.

ACADEMIC RECOMMENDATIONS

Where formal post-secondary English is lacking, the minimum level of English acceptable is Grade 12 College Level English or Equivalent.

CAREER PATHS

Graduates of the Public Relations and Event Management program will be able to provide potential employers with two in-demand skill sets in a strong marketplace.

Graduates roles could include corporate spokesperson, media relations, issues management, community relations, event management, government affairs, publicity and promotion, sponsorship and fund raising. Recent studies in the public relations industry indicate a continuing demand over the next several years for PR staff in business, charitable and non-profit organizations, and government at all three levels. This ongoing demand is combined with the fact many senior PR practitioners will be retiring from the industry in the next five years creating further job opportunities. Graduates will be well positioned to work towards professional accreditation from the Canadian Public Relations Society (CPRS) or the International Association of Business Communicators (IABC)

PROGRAM OF STUDY

SEMESTER 1

PEM101-4 Professional Ethics
PEM103-4 Public Relations Writing - Lab 1
PEM105-6 Event Logistics and Special Events
PEM106-4 Media Relations/Social Media
PEM107-4 Public Relations Strategies

SEMESTER 2

PEM200-4 Marketing of Events
PEM201-4 Research as a P. R. and Event Tool
PEM202-4 Sponsorship and Fundraising
PEM203-6 Public Relations Writing - Lab 2
PEM205-3 Field Placement
PEM206-4 Community and Stakeholder Relations

Course Descriptions

Semester 1

Professional Ethics (PEM101) (4 credits)

This course focuses on the important role of professional ethics in all aspects of public relations and event management. Students will study the ethical standards established by the Canadian Public Relations Society (CPRS) and the International Association of Business Communicators (IABC) and learn how to apply those standards in public relations case studies as well as in-class PR scenarios.

Public Relations Writing - Lab 1 (PEM103) (4 credits)

This introductory course will provide detailed instruction on the development of key PR and event documents including news releases, fact sheets, backgrounders and event plans. Students will learn the strategic role each these documents play in supporting PR and event initiatives.

Event Logistics and Special Events (PEM105) (6 credits)

This course will provide the student with an understanding of how organizations use special events as an integral part of their overall public relations and marketing strategy and as an organizational tool. This course provides the student with the skill set necessary to plan, execute and measure special events. The course will examine each phase of a successful event which includes developing a theme/concept, building a comprehensive event plan and steps involved in planning and executing successful events. The focus is on event project management skills needed to research, design, plan, market, co-ordinate and evaluate. Special emphasis will be placed on the critical role public relations plays throughout the event management process. The students will examine the individual mechanics for these types of events and develop Public Relations objectives (SMART) to successfully position the event for delivering on its strategic plans.

Media Relations/Social Media (PEM106) (4 credits)

This course will examine the role of the media in public relations strategies and how to develop positive and effective media relations through a clear understanding of the needs and requirements of the media. The course will provide students with training in the Path of Least Resistance method of media relations with case studies and real life scenarios from the days headlines. Students will learn how to plan and execute a news conference taking into account all of the logistical details and potential issues. The course will also study the growing influence of the social media on media relations programs, and the relationship between mainstream media and twitter and blog world. Students will examine how organizations can

utilize the social media as a communications and issues management tool while creating an awareness of the dangers and pitfalls of social media use. Students will receive hands-on experience in developing a social media strategy to support a classroom public relations project.

Public Relations Strategies (PEM107) (4 credits)

This course will provide students with the history and development of public relations as a key operational component in organizations. Students will be provided with an opportunity to understand and create various public relations strategies aimed at reactively and proactively supporting the needs of their company, institution or organization. Students will gain an awareness of the importance of public relations planning within an organization through increased awareness of the organizations image, positive benefits to the community and stakeholders, and the management of issues. The course will provide students with the opportunity to examine and discuss real life examples of effective public relations strategies, and strategies that have failed. Students will gain an understanding of the critical role that events management plays in supporting all public relations strategies and planning.

Semester 2

Marketing of Events (PEM200) (4 credits)

Students will learn how to create a buzz in the community through innovative marketing plans designed to support corporate and stakeholder events. This course will lead students through the basic principles of what motivates the general public to attend and support events. The course will show students how to successfully market corporate, charitable and community events while meeting the goals and objectives of the Public Relations plan.

Research as a P. R. and Event Tool (PEM201) (4 credits)

This course will take students through qualitative and quantitative research processes and how they can be used as a valuable tool in all aspects of public relations and event management. Students will plan and conduct a focus group session with college students on assigned topics and learn how to utilize public opinion polling to support PR and event strategies. Research is a fundamental tool in the PR and event planning processes.

Sponsorship and Fundraising (PEM202) (4 credits)

Sponsorship programs and fund-raising activities depend heavily on successful public relations and event management strategies to reach their goals. Students will learn how to identify and motivate donors and will be responsible for planning and executing an actual fund-raising event on behalf of a local charity. Instruction will be also provided on seeking out sponsorship of events and development of strategic sponsorship guidelines.

Public Relations Writing - Lab 2 (PEM203) (6 credits)

This writing course take students to the next level of writing proficiency, following up on the first semester writing lab. This course will also introduce students to the basics of desktop publishing and will prepare them to become corporate spokespersons through presentation skills training. Students will develop individual presentations on selected topics and address their classmates with powerpoint support.

Field Placement (PEM205) (3 credits)

The last four weeks of the Public Relations and Event Management program will have students placed with local organizations, institutions, businesses and charitable groups to provide public relations and event management support in a real-life setting. Past placements have included police departments, hospitals, boards of education, chambers of commerce and government offices.

Community and Stakeholder Relations (PEM206) (4 credits)

This course will provide students with an understanding of the importance of community and stakeholder relations in building, supporting and improving an organizations image. Students will learn to identify key stakeholder groups that need to be addressed in public relations and event plans. The course will examine specific strategies to build strong long-term relationships with community and stakeholder groups and will include in-class lectures by professionals in the field of community relations. Students will learn how to incorporate sponsored events into the stakeholder strategies to provided added value to public relations plans.

PROGRAM OVERVIEW

With a strong business foundation, this program will incorporate a comprehensive understanding of the sport industry preparing you to manage in the business of sport.

The fundamentals of business administration are introduced through courses in communication, accounting, marketing, technology, research, and human resources. You will gain a thorough knowledge of the structure and dynamic function of the Canadian sport industry through curriculum in governance structures, rules and regulations, coaching standards, tournament hosting and scheduling, and sport sponsorship.

PROGRAM OUTCOMES

A graduate of the Sports Administration program will be able to:

1. Select and effectively use technology and software programs relevant to sport management and entrepreneurship.
2. Develop, analyze and implement marketing strategies for products, programs, events, services and facilities related to sporting organizations or events.
3. Develop business strategies for sports organizations which take into account the current political and economic environment to maintain currency in the industry while considering historical context.
4. Comply with relevant statutes, regulations, safety and accessibility standards, and business practices.
5. Apply leadership strategies and best practices to effectively manage personnel and accomplish organizational goals.
6. Employ current and relevant financial management strategies to support the operations of a sport organization or event.
7. Employ environmentally sustainable practices in recreation and sport industries.
8. Plan, organize and deliver sport projects, tournaments, programs or community events that respond to needs, interests and abilities, engage participants, and promote health and wellness.
9. Apply administrative, communication and customer service skills to support the delivery of sport and recreation programs, events, and services according to industry standards.
10. Develop strategies for ongoing personal and professional development as a sport and recreation professional to contribute to a positive work environment.
11. Conduct and present research to support business decision making in a sport organization.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD) or equivalent, mature student status.

Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C. Missing any requirements? Get them for free from [Academic Upgrading](#).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College

accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

Please contact admissions@saultcollege.ca for details about applying to this program with advanced standing.

CAREER PATHS

The Sports Administration program aligns with national occupation code (NOC) 0513: Recreation, sports and fitness program and service directors.

Statistics Canada offers the following definition of jobs related to NOC 0513: Recreation, sports and fitness program and service directors plan, organize, direct, control and evaluate the operations of comprehensive recreational, sports and fitness programs and services, national or provincial sports governing agencies and professional athletic teams. They are employed by municipalities, community and private recreational and fitness organizations, sports governing agencies and professional athletic team organizations.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,275.00	\$15,120.30	\$1,925.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

The Sports Management program adds to the program compliment of the Sault College School of Business. As the first semester shares courses with other Business Diploma programs as well as the Business Fundamentals Certificate program, students may transfer from one program to the other following first semester.

OTHER INFORMATION

Program College Contact: Helen Lindfors, helen.lindfors@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCM101-3 Introduction to Marketing

CMM115-3 Communications I

HRM202-3 Principles of Human Resource Management

SPT100-1 Sports Practicum 1

SPT101-3 The Essence of Sport
BCG110-3 Personal Development, Finance, and Brand

SEMESTER 2

BCG307-3 Project Management
BCO118-3 Computer Applications for Business I
SPT200-1 Sports Practicum 2
SPT201-3 Team and League Management
SPT202-3 Sport Organization and Governance
GEN100-3 Global Citizenship

SEMESTER 3

MKT312-3 Research, Data and Analytics
SPT300-1 Sports Practicum 3
SPT303-3 Sport and Program Event Management
SPT304-3 Facility Operations
SPT305-3 Sport and Sponsorship and Sales

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

BCG202-4 Finance I
BCG210-4 Business Planning
BCG216-3 Corporate Responsibility
MKT401-3 Digital and Social Media Marketing
SPT400-1 Sports Practicum 4
SPT401-3 The Business of Professional Sport

Course Descriptions

Semester 1

Introduction to Marketing (BCM101) (3 credits)

This course is a practical introduction into the world of strategic marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's viability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Principles of Human Resource Management (HRM202) (3 credits)

In this course, students will be introduced to the role of the Human Resource professional and to human resources management areas of practice. Students will explore important topics such as human resource

planning, employee recruitment and selection, training and development, compensation and benefits, workplace health and safety, performance management, employee and labour relations, and relevant employment legislation.

Sports Practicum 1 (SPT100) (1 credits)

This course focuses on authentic and practical work experience in the sport industry. Students acquire practicum placements in STP 100 that will introduce them to some of the many types of work done in the field of sports administration in a variety of settings. During the practicum, the students work closely with the placement coordinator and various staff who will mentor the students through sport related tasks. The internship requires students to work a minimum of 20 hours in the Department of Athletics at Sault College.

The Essence of Sport (SPT101) (3 credits)

Students in this course will be introduced to the history of sport as a cultural phenomenon, what sport is in the modern age, and sport as a business from a broad context.

Personal Development, Finance, and Brand (BCG110) (3 credits)

This course provides students with practical skills to navigate life's challenges. Students will explore strategies for self-improvement, financial literacy, and the tools needed to develop a unique personal brand. Students will learn how to set and achieve meaningful goals, manage their finances effectively and create a personal brand that sets them apart from others. Students will gain the knowledge and skills necessary for success in both their personal and professional lives.

Semester 2

Project Management (BCG307) (3 credits)

In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Sports Practicum 2 (SPT200) (1 credits)

This course focuses on authentic and practical work experience in the sport industry. Students acquire practicum placements in SPT200 that build off the placements they experienced in Semester 1 in the Athletics Department. SPT200 practicum placements will focus largely on major sport event planning in the second semester where students will be asked to work in teams to support and deliver these sporting

events. During the practicum, the students work closely with the placement coordinator and various staff who will mentor the students through sport related tasks. The internship requires students to work a minimum of 20 hours in the Department of Athletics at Sault College.

Team and League Management (SPT201) (3 credits)

Students in this course will explore the planning and implementation of sport leagues and tournaments. Students will examine demand in specific markets and situations, determine project plans and requirements, and develop tournament operational plans that consider league structure, obligations, and responsibilities. Students will have an opportunity to plan a tournament as part of course work.

Sport Organization and Governance (SPT202) (3 credits)

In this course, students will be introduced to and explore the bodies and organizations involved in the organization, regulation, funding and administration of sports and recreation in Canada. Students will also discuss the involvement of government in developing statutes and regulations that govern sport, and impact of governance on athletes.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Research, Data and Analytics (MKT312) (3 credits)

In this course, students will learn and practice foundational research methods. Students will gain an understanding for the intention of research to support providing the information decisionmakers need to address challenges and opportunities of an organization. Students will explore the role marketing professionals have in the research process toward understanding a client's needs and objectives. Students will also learn to collect and analyze data toward innovative problem-solving.

Sports Practicum 3 (SPT300) (1 credits)

This course focuses on authentic and practical work experience in the sport industry. Students will acquire practicum placements in SPT300 that introduce them to some of the many types of work done in the field of sports administration, in a variety of settings. During the practicum, students work closely with the placement coordinator and either mentors in the College Athletics department or in community sport organizations who will mentor the students through sport-related administrative tasks in a real-world environment.

Sport and Program Event Management (SPT303) (3 credits)

Students in this course will explore sporting and program event preparation and planning from inception to delivery. Students will develop a strong understanding of various event planning factors including: the techniques for selecting and evaluating particular event sites, forecasting demand and supply in specific markets, using timelines and schedules, creating and managing event budgets, identifying types of sponsorships and funding, developing partnerships and volunteer staffing, addressing risk management issues and implementing rules and regulations, and conducting a post event analysis.

Facility Operations (SPT304) (3 credits)

In this course, students will be introduced to varying elements of managing a sport facility including stadiums, arenas, and athletic complexes at varying levels including local, provincial and national. Students will explore all aspects of the operation including staffing, stakeholder involvement, sporting events and programming, and financial considerations and operations.

Sport and Sponsorship and Sales (SPT305) (3 credits)

Students in this course will explore the increased costs and financial needs of sport and recreation and will discuss how to meet those needs. Students will work to develop a practical approach to obtaining the financial resources required by both for-profit and nonprofit sporting organizations. Students will also discuss and explore the role of sales and marketing in the financial viability of a sporting organization with topics including sales management, ticket sales, sponsorship opportunities, athlete endorsements, and licensing and merchandising.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Finance I (BCG202) (4 credits)

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate value and rate of return, and calculate the cost of capital.

Business Planning (BCG210) (4 credits)

Students will utilize the knowledge relating to business activities gained through the curriculum in the previous three semesters to develop a winning strategy for their respective companies (in a computerized business simulation). Students will co-manage the operations of an Athletic Footwear company competing in a simulated Global Market. Students will also develop a comprehensive approach to business planning and entrepreneurial strategy through guided lectures and support. They will develop critical skills in business concept development, market research, financial projections, marketing strategy, operational planning, and presentation techniques. Students will create a comprehensive business plan as they transform innovative ideas into structured, viable business proposals.

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Digital and Social Media Marketing (MKT401) (3 credits)

In this course, students will focus on digital and social media marketing strategies using a range of online

marketing tools. Students will consider key elements of content creation, user engagement, and effective promotion and communication in a digital format. Students will also explore search engine optimization and analytics that contribute toward an effective marketing strategy.

Sports Practicum 4 (SPT400) (1 credits)

Students will draw on all of their course work from throughout the program in this final in-industry practicum placement.

The Business of Professional Sport (SPT401) (3 credits)

In this course, students will explore and develop an understanding of the multi-billion-dollar sporting industry from a global perspective. Taking into consideration complicated management and organizational structures that balance multiple demands including athlete and facility management, fans and varying rules and regulations, students will discuss the management of modern professional sports franchises using case studies and group discussions.

Supply Chain Management

Section B.46
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (2180)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

In today's competitive business environment, logistics, supply chain management, risk management, and controlling supply chain costs can be the difference between survival or failure of businesses globally.

Are you willing to be the difference-maker? We know you are!

The Supply Chain Management 8-month Ontario College Graduate Certificate program is designed for university and college grads like you who are ready to step up to a career in logistics, operations, and supply chain management.

Through the program, you will gain:

- Critical negotiation skills
- Experience in managerial accounting
- Professional communication strategies
- Quality assurance and risk management techniques

Plus, you will learn about manufacturing operations, purchasing, transportation, and physical distribution.

If you're searching for the next steps to an exciting and in-demand career in business, you will find it here!

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Examine the connections between strategic objectives, stakeholder expectations, and supply chain design, functions, processes and roles, to guide decision-making, problem-solving and coordination of tasks.
2. Determine the value added and financial implications of supply chain decisions and design on overall business profitability, efficiency and stakeholder satisfaction.
3. Ensure supply chain activities and transactions are compliant with relevant legal, regulatory and contractual obligations, and industry and organization standards and policies for quality, health, safety, accountability, social and environmental responsibility.
4. Use risk mitigation tools and strategies to inform supply chain management decisions
5. Contribute to the acquisition and sale of goods, services and materials in accordance with best practices and public and private sector stakeholder expectations across a variety of industries.
6. Contribute to the strategic planning and scheduling of material requirements, resource allocation and inventory for efficient production and fulfillment of customer orders and returns.
7. Coordinate the efficient handling and movement of goods, services, materials and related information within and between supply chains.?
8. Contribute to the identification and management of continuous improvements to functions and processes within and between supply chains.
9. Use available technologies to enhance work performance and support supply chain functions, processes, transactions and communications.
10. Monitor relevant trends, emerging technologies, and local and global economic, political and

environmental issues to enhance work performance and guide management decisions.

11. Use leadership and communication skills to establish and manage strategic relationships with adversity of stakeholders and support the achievement of business goals.
12. Develop and apply ongoing strategies for personal, career and professional development.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Possible Occupational Titles:

- Purchasing agent or officer
- Inventory specialist
- Compliance specialist or manager
- Supply chain supervisor
- Customs agent, broker or specialist
- Tracking and scheduling coordinator
- Logistics coordinator
- Demand planner

Occupational Areas:

- Retail Operations
- Logistics Companies
- Transportation Industry
- Distribution centres
- Public and Private Sectors

OTHER INFORMATION

Program College Contact: Tracy Galizia, tracy.galizia@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

ACC209-4 Managerial Accounting
BCO118-3 Computer Applications for Business I
SCM101-3 Intro to Logistics & Supply Chain Mgmt
SCM102-3 Analysis of Supply Market & Suppliers
SCM103-4 Supply Chain Distribution Fulfillment
SCM104-3 Logistics Operating Methods and Systems

SEMESTER 2

SCM201-4 Global Supply Chain Management
SCM202-3 Communicating in Supply Chain Management

SCM203-4 Advanced Logistics & Transportation Mgmt
SCM204-3 Customs, Compliance and Security
SCM205-3 Employment & Career Preparedness
SCM206-3 Total Quality Management

Course Descriptions

Semester 1

Managerial Accounting (ACC209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Intro to Logistics & Supply Chain Mgmt (SCM101) (3 credits)

This course introduces students to procurement, operations and logistics management in a coordinated and efficient corporate operation. Students are introduced to the management of the flow of products from raw material sourcing and acquisition through delivery to the final user.

Analysis of Supply Market & Suppliers (SCM102) (3 credits)

This course focuses on an analysis of supply market conditions, and will cover topics that support sourcing strategy development, contract negotiations and cost management initiatives.

Supply Chain Distribution Fulfillment (SCM103) (4 credits)

This course provides a comprehensive introduction to the process from product development through order receipt and delivery to consumer.

Logistics Operating Methods and Systems (SCM104) (3 credits)

This course evaluates the role of efficient logistics and transportation services, and the impact on corporate effectiveness. Topics include: risk management, security, customer service and order fulfillment, distribution operations, purchasing or operation of transportation services, third-party providers and customs documentation.

Semester 2

Global Supply Chain Management (SCM201) (4 credits)

This course examines the requirements for global operations and strategy development. Topics include sourcing products and services, compliance with best practices, and international and domestic laws and trade agreements. Similarities and differences of international and domestic operations will be explored.

Communicating in Supply Chain Management (SCM202) (3 credits)

This course focuses on the development and refinement of effective interpersonal communication skills. The course includes advanced communication strategies, presentation and research skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications including intercultural communication.

Advanced Logistics & Transportation Mgmt (SCM203) (4 credits)

This course provides an advanced analysis of logistics and transportation services, customer service, distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

Customs, Compliance and Security (SCM204) (3 credits)

This course discusses customs including the role of customs and border protection, supply security programs, export programs and tariffs, brokers, and trusted traders.

Employment & Career Preparedness (SCM205) (3 credits)

This course facilitates plans and processes to achieve a successful job search in the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.

Total Quality Management (SCM206) (3 credits)

This course considers total quality management principles, practices, and techniques, and the relationship to manufacturing and competitive strategies.

Supply Chain Management - Emergent Technologies

Section B.47
2025-07-02

Ontario College Graduate Certificate (2 year - 4 Semesters) (2184)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This four-semester graduate certificate prepares you with supply chain and management concepts and practice to succeed in the industry.

Upon successful completion of your graduate certificate, you will achieve a Certificate in International Freight Forwarding from the Canadian International Freight Forwarders Association (CIFFA). The certificate is recognized within the international transportation and international trade logistics industries.

You can also achieve a Certificate of Recognition in Introductory Dispatch and Operations Software from the Universal Freight Operating System (UFOS). The certificate is evidence that you would be prepared to use the UFOS transportation management system, which is used by hundreds of supply chain organizations across North America.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Employment opportunities for graduates of this program are in high demand and spans all industries. The supply chain sector currently involves professionals who work in a range of occupations and industries such as freight transportation arrangements, government agencies, manufacturing and production industries, retailers and distributors, third-party logistics firms, transportation and warehousing organizations, and wholesale trade companies.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary

N/A	N/A	\$16,202.30	\$3,000.00
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These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of Sault College's One-Year Supply Chain Management Graduate Certificate will be able to enter the second year of the Two-Year program with Advanced Standing.

Other graduates who would feed into the program:

Ontario College Diploma programs, with special interest to graduates of programs in the Business cluster

OTHER INFORMATION

Program College Contact: Tracy Galizia, tracy.galizia@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

ACC209-4 Managerial Accounting
BCO118-3 Computer Applications for Business I
SCM101-3 Intro to Logistics & Supply Chain Mgmt
SCM102-3 Analysis of Supply Market & Suppliers
SCM106-4 Employment and Career Readiness
SCM202-3 Communicating in Supply Chain Management

SEMESTER 2

SCM103-4 Supply Chain Distribution Fulfillment
SCM104-3 Logistics Operating Methods and Systems
SCM105-3 Tech & Comp Apps in Supply Chain Mgmt
SCM201-4 Global Supply Chain Management
SCM203-4 Advanced Logistics & Transportation Mgmt
SCM204-3 Customs, Compliance and Security

SEMESTER 3

BCG216-3 Corporate Responsibility
GBM308-3 Business Analytics & Data Strategy
SCM301-3 Professional Purchasing
SCM302-4 International Transportation and Trade
SCM303-4 Essentials of Freight Forwarding (CFFA)
SCM304-3 Inventory Control and Materials Management

SEMESTER 4

SCM400-12 SCM Internship and Seminar

Course Descriptions

Semester 1

Managerial Accounting (ACC209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Intro to Logistics & Supply Chain Mgmt (SCM101) (3 credits)

This course introduces students to procurement, operations and logistics management in a coordinated and efficient corporate operation. Students are introduced to the management of the flow of products from raw material sourcing and acquisition through delivery to the final user.

Analysis of Supply Market & Suppliers (SCM102) (3 credits)

This course focuses on an analysis of supply market conditions, and will cover topics that support sourcing strategy development, contract negotiations and cost management initiatives.

Employment and Career Readiness (SCM106) (4 credits)

This course facilitates plans and processes to achieve a successful job search in Canada within the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.

Communicating in Supply Chain Management (SCM202) (3 credits)

This course focuses on the development and refinement of effective interpersonal communication skills. The course includes advanced communication strategies, presentation and research skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications including intercultural communication.

Semester 2

Supply Chain Distribution Fulfillment (SCM103) (4 credits)

This course provides a comprehensive introduction to the process from product development through order receipt and delivery to consumer.

Logistics Operating Methods and Systems (SCM104) (3 credits)

This course evaluates the role of efficient logistics and transportation services, and the impact on corporate effectiveness. Topics include: risk management, security, customer service and order fulfillment distribution operations, purchasing or operation of transportation services, third-party providers and customs documentation.

Tech & Comp Apps in Supply Chain Mgmt (SCM105) (3 credits)

This course examines various aspects of computer applications supporting logistics and supply chain processes, analysis and decision-making applications for planning and scheduling, data mining and research tools for supportive decision-making, and office suite applications for professional presentations and documents.

Global Supply Chain Management (SCM201) (4 credits)

This course examines the requirements for global operations and strategy development. Topics include sourcing products and services, compliance with best practices, and international and domestic laws and trade agreements. Similarities and differences of international and domestic operations will be explored.

Advanced Logistics & Transportation Mgmt (SCM203) (4 credits)

This course provides an advanced analysis of logistics and transportation services, customer service, distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

Customs, Compliance and Security (SCM204) (3 credits)

This course discusses customs including the role of customs and border protection, supply security programs, export programs and tariffs, brokers, and trusted traders.

Semester 3**Corporate Responsibility (BCG216) (3 credits)**

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good environmental performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Business Analytics & Data Strategy (GBM308) (3 credits)

This course introduces data driven business decision making skills that better inform practices in the workplace. Through the use of statistical tools, students will prepare and interpret visual representation of data.

Professional Purchasing (SCM301) (3 credits)

The course explores the purchasing cycle including supply management and commodity strategy, supplier qualification, selection, and management. Students will also learn why performance metrics are critical to purchasing performance. Students will gain insight into the role of a professional purchaser, including purchasing strategy, best practices and applying ethics to the function.

International Transportation and Trade (SCM302) (4 credits)

This course is one of two that are part of a professional standards association program (Canadian

International Freight Forwarders Association) which provides you with a broad introduction to the basic and principles of freight forwarding. A combined theory and hands-on environment allow you to gain a deeper understanding of the role of the freight forwarder, transportation geography, various modes of transportation, and how terms of trade are used between buyer and seller in a contract of sale of goods.

Essentials of Freight Forwarding (CFFA) (SCM303) (4 credits)

This course builds on the knowledge acquired in the International Transportation and Trade course. A combined theory and hands-on environment will introduce students to the requirements for various international payments, export packaging and warehousing, commercial documentation, transportation insurance, cargo security and dangerous goods, as well as alternative methods of transportation. They will also learn about cost and quoting.

Inventory Control and Materials Management (SCM304) (3 credits)

This course provides students with a broad Canada-based introduction to the basics of materials management, manufacturing planning and control systems, inventory control, physical distribution, and relationships with other operational functions within the supply chain.

Semester 4

SCM Internship and Seminar (SCM400) (12 credits)

This course combines an unpaid internship and seminar. Throughout the 300-hour work placement period (the internship), students will come together each week for a two-hour seminar.

Internship - The goal of the internship is to help students get real-world experience within the supply chain management industry in Canada.

Seminar - The goal of this seminar is to develop the abilities of students to become supply chain leaders and supply chain management professionals, i.e., to lead groups of people and to manage change. This workshop focuses on the issues in leadership and professionalism, such as developing best practice leadership characteristics, becoming self-aware, creating a vision and a mission statement, and perform the steps toward effective leadership. The Leadership and Professionalism workshop draws from the work of a variety of credible and well-respected "thought leaders" in the areas of leadership, management, and human relations.

Supply Chain Management - Emergent Technologies (Brampton)

Section B.48
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5903)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This four-semester graduate certificate prepares students with supply chain and management concepts and practice to succeed in the industry.

Successful graduates of this program will achieve a Certificate in International Freight Forwarding from the Canadian International Freight Forwarders Association (CIFFA). The certificate is recognized within the international transportation and international trade logistics industries. Graduates of this program can also achieve a Certificate of Recognition in Introductory Dispatch and Operations Software from Universal Freight Operating System (UFOS). The certificate is evidence that students are prepared to use the UFOS transportation management system, which is used by hundreds of supply chain organizations across North America.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Employment opportunities for graduates of this program are in high demand and spans all industries. The supply chain sector currently involves professionals who work in a range of occupations and industries such as freight transportation arrangements, government agencies, manufacturing and production industries, retailers and distributors, third-party logistics firms, transportation and warehousing organizations, and wholesale trade companies.

EDUCATIONAL PATHS

Graduates of Sault College's One-Year Supply Chain Management Graduate Certificate will be able to enter the second year of the Two-Year program with Advanced Standing.

Other graduates who would feed into the program:

- Ontario College Diploma programs, with special interest to graduates of programs in the Business cluster.

Graduates of the Advanced Supply Chain Management - Emergent Technologies program could pursue other Ontario College Graduate Certificate programs.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

ACC209-4 Managerial Accounting
BCO118-3 Computer Applications for Business I
SCM101-3 Intro to Logistics & Supply Chain Mgmt
SCM102-3 Analysis of Supply Market & Suppliers
SCM106-4 Employment and Career Readiness
SCM202-3 Communicating in Supply Chain Management

SEMESTER 2

SCM103-4 Supply Chain Distribution Fulfillment
SCM104-3 Logistics Operating Methods and Systems
SCM105-3 Tech & Comp Apps in Supply Chain Mgmt
SCM201-4 Global Supply Chain Management
SCM203-4 Advanced Logistics & Transportation Mgmt
SCM204-3 Customs, Compliance and Security

SEMESTER 3

BCG216-3 Corporate Responsibility
GBM308-3 Business Analytics & Data Strategy
SCM301-3 Professional Purchasing
SCM302-4 International Transportation and Trade
SCM303-4 Essentials of Freight Forwarding (CIFFA)
SCM304-3 Inventory Control and Materials Management

SEMESTER 4

SCM400-12 SCM Internship and Seminar

Course Descriptions

Semester 1

Managerial Accounting (ACC209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Intro to Logistics & Supply Chain Mgmt (SCM101) (3 credits)

This course introduces students to procurement, operations and logistics management in a coordinated and efficient corporate operation. Students are introduced to the management of the flow of products from raw material sourcing and acquisition through delivery to the final user.

Analysis of Supply Market & Suppliers (SCM102) (3 credits)

This course focuses on an analysis of supply market conditions, and will cover topics that support sourcing strategy development, contract negotiations and cost management initiatives.

Employment and Career Readiness (SCM106) (4 credits)

This course facilitates plans and processes to achieve a successful job search in Canada within the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.

Communicating in Supply Chain Management (SCM202) (3 credits)

This course focuses on the development and refinement of effective interpersonal communication skills. The course includes advanced communication strategies, presentation and research skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications including intercultural communication.

Semester 2

Supply Chain Distribution Fulfillment (SCM103) (4 credits)

This course provides a comprehensive introduction to the process from product development through order receipt and delivery to consumer.

Logistics Operating Methods and Systems (SCM104) (3 credits)

This course evaluates the role of efficient logistics and transportation services, and the impact on corporate effectiveness. Topics include: risk management, security, customer service and order fulfillment, distribution operations, purchasing or operation of transportation services, third-party providers and customs documentation.

Tech & Comp Apps in Supply Chain Mgmt (SCM105) (3 credits)

This course examines various aspects of computer applications supporting logistics and supply chain processes, analysis and decision-making applications for planning and scheduling, data mining and research tools for supportive decision-making, and office suite applications for professional presentations and documents.

Global Supply Chain Management (SCM201) (4 credits)

This course examines the requirements for global operations and strategy development. Topics include sourcing products and services, compliance with best practices, and international and domestic laws and trade agreements. Similarities and differences of international and domestic operations will be explored.

Advanced Logistics & Transportation Mgmt (SCM203) (4 credits)

This course provides an advanced analysis of logistics and transportation services, customer service, distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

Customs, Compliance and Security (SCM204) (3 credits)

This course discusses customs including the role of customs and border protection, supply security programs, export programs and tariffs, brokers, and trusted traders.

Semester 3

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Business Analytics & Data Strategy (GBM308) (3 credits)

This course introduces data driven business decision making skills that better inform practices in the workplace. Through the use of statistical tools, students will prepare and interpret visual representations of data.

Professional Purchasing (SCM301) (3 credits)

The course explores the purchasing cycle including supply management and commodity strategy, supplier qualification, selection, and management. Students will also learn why performance metrics are critical to purchasing performance. Students will gain insight into the role of a professional purchaser, including purchasing strategy, best practices and applying ethics to the function.

International Transportation and Trade (SCM302) (4 credits)

This course is one of two that are part of a professional standards association program (Canadian International Freight Forwarders Association) which provides you with a broad introduction to the basics and principles of freight forwarding. A combined theory and hands-on environment allow you to gain a deeper understanding of the role of the freight forwarder, transportation geography, various modes of transportation, and how terms of trade are used between buyer and seller in a contract of sale of goods.

Essentials of Freight Forwarding (CIFFA) (SCM303) (4 credits)

This course builds on the knowledge acquired in the International Transportation and Trade course. A combined theory and hands-on environment will introduce students to the requirements for various international payments, export packaging and warehousing, commercial documentation, transportation insurance, cargo security and dangerous goods, as well as alternative methods of transportation. They will also learn about cost and quoting.

Inventory Control and Materials Management (SCM304) (3 credits)

This course provides students with a broad Canada-based introduction to the basics of materials management, manufacturing planning and control systems, inventory control, physical distribution, and relationships with other operational functions within the supply chain.

Semester 4**SCM Internship and Seminar (SCM400) (12 credits)**

This course combines an unpaid internship and seminar. Throughout the 300-hour work placement period (the internship), students will come together each week for a two-hour seminar.

Internship - The goal of the internship is to help students get real-world experience within the supply chain management industry in Canada.

Seminar - The goal of this seminar is to develop the abilities of students to become supply chain leaders and supply chain management professionals, i.e., to lead groups of people and to manage change. This workshop focuses on the issues in leadership and professionalism, such as developing best practice leadership characteristics, becoming self-aware, creating a vision and a mission statement, and performing the steps toward effective leadership. The Leadership and Professionalism workshop draws from the works of a variety of credible and well-respected "thought leaders" in the areas of leadership, management, and human relations.

Supply Chain Management - Emergent Technologies (Toronto)

Section B.49
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5904)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This four-semester graduate certificate prepares students with supply chain and management concepts and practice to succeed in the industry.

Successful graduates of this program will achieve a Certificate in International Freight Forwarding from the Canadian International Freight Forwarders Association (CIFFA). The certificate is recognized within the international transportation and international trade logistics industries. Graduates of this program can also achieve a Certificate of Recognition in Introductory Dispatch and Operations Software from Universal Freight Operating System (UFOS). The certificate is evidence that students are prepared to use the UFOS transportation management system, which is used by hundreds of supply chain organizations across North America.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Employment opportunities for graduates of this program are in high demand and spans all industries. The supply chain sector currently involves professionals who work in a range of occupations and industries such as freight transportation arrangements, government agencies, manufacturing and production industries, retailers and distributors, third-party logistics firms, transportation and warehousing organizations, and wholesale trade companies.

EDUCATIONAL PATHS

Graduates of Sault College's One-Year Supply Chain Management Graduate Certificate will be able to enter the second year of the Two-Year program with Advanced Standing.

Other graduates who would feed into the program:

- Ontario College Diploma programs, with special interest to graduates of programs in the Business cluster.

Graduates of the Advanced Supply Chain Management - Emergent Technologies program could pursue other Ontario College Graduate Certificate programs.

PROGRAM OF STUDY

SEMESTER 1

ACC209-4 Managerial Accounting
BCO118-3 Computer Applications for Business I
SCM101-3 Intro to Logistics & Supply Chain Mgmt
SCM102-3 Analysis of Supply Market & Suppliers
SCM106-4 Employment and Career Readiness
SCM202-3 Communicating in Supply Chain Management

SEMESTER 2

SCM103-4 Supply Chain Distribution Fulfillment
SCM104-3 Logistics Operating Methods and Systems
SCM105-3 Tech & Comp Apps in Supply Chain Mgmt
SCM201-4 Global Supply Chain Management
SCM203-4 Advanced Logistics & Transportation Mgmt
SCM204-3 Customs, Compliance and Security

SEMESTER 3

BCG216-3 Corporate Responsibility
GBM308-3 Business Analytics & Data Strategy
SCM301-3 Professional Purchasing
SCM302-4 International Transportation and Trade
SCM303-4 Essentials of Freight Forwarding (CIIFFA)
SCM304-3 Inventory Control and Materials Management

SEMESTER 4

SCM400-12 SCM Internship and Seminar

Course Descriptions

Semester 1

Managerial Accounting (ACC209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet

applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Intro to Logistics & Supply Chain Mgmt (SCM101) (3 credits)

This course introduces students to procurement, operations and logistics management in a coordinated and efficient corporate operation. Students are introduced to the management of the flow of products from raw material sourcing and acquisition through delivery to the final user.

Analysis of Supply Market & Suppliers (SCM102) (3 credits)

This course focuses on an analysis of supply market conditions, and will cover topics that support sourcing strategy development, contract negotiations and cost management initiatives.

Employment and Career Readiness (SCM106) (4 credits)

This course facilitates plans and processes to achieve a successful job search in Canada within the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.

Communicating in Supply Chain Management (SCM202) (3 credits)

This course focuses on the development and refinement of effective interpersonal communication skills. The course includes advanced communication strategies, presentation and research skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications including intercultural communication.

Semester 2

Supply Chain Distribution Fulfillment (SCM103) (4 credits)

This course provides a comprehensive introduction to the process from product development through order receipt and delivery to consumer.

Logistics Operating Methods and Systems (SCM104) (3 credits)

This course evaluates the role of efficient logistics and transportation services, and the impact on corporate effectiveness. Topics include: risk management, security, customer service and order fulfillment, distribution operations, purchasing or operation of transportation services, third-party providers and customs documentation.

Tech & Comp Apps in Supply Chain Mgmt (SCM105) (3 credits)

This course examines various aspects of computer applications supporting logistics and supply chain processes, analysis and decision-making applications for planning and scheduling, data mining and research tools for supportive decision-making, and office suite applications for professional presentations and documents.

Global Supply Chain Management (SCM201) (4 credits)

This course examines the requirements for global operations and strategy development. Topics include sourcing products and services, compliance with best practices, and international and domestic laws and trade agreements. Similarities and differences of international and domestic operations will be explored.

Advanced Logistics & Transportation Mgmt (SCM203) (4 credits)

This course provides an advanced analysis of logistics and transportation services, customer service, distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

Customs, Compliance and Security (SCM204) (3 credits)

This course discusses customs including the role of customs and border protection, supply security programs, export programs and tariffs, brokers, and trusted traders.

Semester 3

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Business Analytics & Data Strategy (GBM308) (3 credits)

This course introduces data driven business decision making skills that better inform practices in the workplace. Through the use of statistical tools, students will prepare and interpret visual representations of data.

Professional Purchasing (SCM301) (3 credits)

The course explores the purchasing cycle including supply management and commodity strategy, supplier qualification, selection, and management. Students will also learn why performance metrics are critical to purchasing performance. Students will gain insight into the role of a professional purchaser, including purchasing strategy, best practices and applying ethics to the function.

International Transportation and Trade (SCM302) (4 credits)

This course is one of two that are part of a professional standards association program (Canadian International Freight Forwarders Association) which provides you with a broad introduction to the basics and principles of freight forwarding. A combined theory and hands-on environment allow you to gain a deeper understanding of the role of the freight forwarder, transportation geography, various modes of transportation, and how terms of trade are used between buyer and seller in a contract of sale of goods.

Essentials of Freight Forwarding (CIFFA) (SCM303) (4 credits)

This course builds on the knowledge acquired in the International Transportation and Trade course. A combined theory and hands-on environment will introduce students to the requirements for various international payments, export packaging and warehousing, commercial documentation, transportation insurance, cargo security and dangerous goods, as well as alternative methods of transportation. They will also learn about cost and quoting.

Inventory Control and Materials Management (SCM304) (3 credits)

This course provides students with a broad Canada-based introduction to the basics of materials management, manufacturing planning and control systems, inventory control, physical distribution, and relationships with other operational functions within the supply chain.

Semester 4

SCM Internship and Seminar (SCM400) (12 credits)

This course combines an unpaid internship and seminar. Throughout the 300-hour work placement period (the internship), students will come together each week for a two-hour seminar.

Internship - The goal of the internship is to help students get real-world experience within the supply chain management industry in Canada.

Seminar - The goal of this seminar is to develop the abilities of students to become supply chain leaders and supply chain management professionals, i.e., to lead groups of people and to manage change. This workshop focuses on the issues in leadership and professionalism, such as developing best practice leadership characteristics, becoming self-aware, creating a vision and a mission statement, and performing the steps toward effective leadership. The Leadership and Professionalism workshop draws from the works of a variety of credible and well-respected "thought leaders" in the areas of leadership, management, and human relations.

Supply Chain Management (Brampton)

Section B.50
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (5900)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The last intake of this program was May 2023. This program is no longer available. A two-year Supply Chain Management – Emergent Technologies program (5903) will be offered starting September 2024.

In today's competitive business environment, logistics and supply chain management, risk management and controlling supply chain costs can be the difference between survival or failure of businesses globally.

Are you willing to be the difference-maker? We know you are!

The Sault College Supply Chain Management program is an 8-month Ontario College Graduate Certificate designed for university and college grads like you who are ready to step up to a career in logistics, operations and supply chain management.

Through the Supply Chain Management program you will gain:

- Critical negotiation skills
- Experience in managerial accounting
- Professional communication strategies
- Quality assurance and risk management techniques

Plus learn about manufacturing operations, purchasing, transportation and physical distribution.

If you're searching for the next steps to an exciting and in-demand career supply chain management online, you will find it here!

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Examine the connections between strategic objectives, stakeholder expectations, and supply chain design, functions, processes and roles, to guide decision-making, problem-solving and coordination of tasks.

2. Determine the value added and financial implications of supply chain decisions and design on overall business profitability, efficiency and stakeholder satisfaction.
3. Ensure supply chain activities and transactions are compliant with relevant legal, regulatory and contractual obligations, and industry and organization standards and policies for quality, health, safety, accountability, social and environmental responsibility.
4. Use risk mitigation tools and strategies to inform supply chain management decisions
5. Contribute to the acquisition and sale of goods, services and materials in accordance with best practices and public and private sector stakeholder expectations across a variety of industries.
6. Contribute to the strategic planning and scheduling of material requirements, resource allocation and inventory for efficient production and fulfillment of customer orders and returns.
7. Coordinate the efficient handling and movement of goods, services, materials and related information within and between supply chains.
8. Contribute to the identification and management of continuous improvements to functions and processes within and between supply chains.
9. Use available technologies to enhance work performance and support supply chain functions, processes, transactions and communications.
10. Monitor relevant trends, emerging technologies, and local and global economic, political and environmental issues to enhance work performance and guide management decisions.
11. Use leadership and communication skills to establish and manage strategic relationships with a diversity of stakeholders and support the achievement of business goals.
12. Develop and apply ongoing strategies for personal, career and professional development.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Possible Occupational Titles:

- Purchasing agent or officer
- Inventory specialist
- Compliance specialist or manager
- Supply chain supervisor
- Customs agent, broker or specialist
- Tracking and scheduling coordinator
- Logistics coordinator
- Demand planner

Occupational Areas:

- Retail Operations
- Logistics Companies
- Transportation Industry
- Distribution centres
- Public and Private Sectors

OTHER INFORMATION

September, January, and May intakes are available for this program. Please contact the Registrar's Office for further information.

PROGRAM OF STUDY

SEMESTER 1

ACC209-4 Managerial Accounting
SCM101-3 Intro to Logistics & Supply Chain Mgmt
SCM102-3 Analysis of Supply Market & Suppliers
SCM103-4 Supply Chain Distribution Fulfillment
SCM104-3 Logistics Operating Methods and Systems
SCM105-3 Tech & Comp Apps in Supply Chain Mgmt

SEMESTER 2

SCM201-4 Global Supply Chain Management
SCM202-3 Communicating in Supply Chain Management
SCM203-4 Advanced Logistics & Transportation Mgmt
SCM204-3 Customs, Compliance and Security
SCM205-3 Employment & Career Preparedness
SCM206-3 Total Quality Management

Course Descriptions

Semester 1

Managerial Accounting (ACC209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Intro to Logistics & Supply Chain Mgmt (SCM101) (3 credits)

This course introduces students to procurement, operations and logistics management in a coordinated and efficient corporate operation. Students are introduced to the management of the flow of products from raw material sourcing and acquisition through delivery to the final user.

Analysis of Supply Market & Suppliers (SCM102) (3 credits)

This course focuses on an analysis of supply market conditions, and will cover topics that support sourcing strategy development, contract negotiations and cost management initiatives.

Supply Chain Distribution Fulfillment (SCM103) (4 credits)

This course provides a comprehensive introduction to the process from product development through order receipt and delivery to consumer.

Logistics Operating Methods and Systems (SCM104) (3 credits)

This course evaluates the role of efficient logistics and transportation services, and the impact on corporate effectiveness. Topics include: risk management, security, customer service and order fulfillment,

distribution operations, purchasing or operation of transportation services, third-party providers and customs documentation.

Tech & Comp Apps in Supply Chain Mgmt (SCM105) (3 credits)

This course examines various aspects of computer applications supporting logistics and supply chain processes, analysis and decision-making applications for planning and scheduling, data mining and research tools for supportive decision-making, and office suite applications for professional presentations and documents.

Semester 2

Global Supply Chain Management (SCM201) (4 credits)

This course examines the requirements for global operations and strategy development. Topics include sourcing products and services, compliance with best practices, and international and domestic laws and trade agreements. Similarities and differences of international and domestic operations will be explored.

Communicating in Supply Chain Management (SCM202) (3 credits)

This course focuses on the development and refinement of effective interpersonal communication skills. The course includes advanced communication strategies, presentation and research skills, business document writing, meeting and management team strategies, business etiquette, and advanced employment communications including intercultural communication.

Advanced Logistics & Transportation Mgmt (SCM203) (4 credits)

This course provides an advanced analysis of logistics and transportation services, customer service, distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

Customs, Compliance and Security (SCM204) (3 credits)

This course discusses customs including the role of customs and border protection, supply security programs, export programs and tariffs, brokers, and trusted traders.

Employment & Career Preparedness (SCM205) (3 credits)

This course facilitates plans and processes to achieve a successful job search in the supply chain management industry including the development of targeted resumes and cover letters, identification of all relevant job search resources, learning effective interview skills and using social media as part of the job search process. This course also discusses personal and professional development strategies for growth and lifelong learning.

Total Quality Management (SCM206) (3 credits)

This course considers total quality management principles, practices, and techniques, and the relationship to manufacturing and competitive strategies.

Supply Chain Management (Toronto)

Section B.51
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (5930)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

In today's competitive business environment, logistics and supply chain management, risk management and controlling supply chain costs can be the difference between survival or failure of businesses globally.

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The Sault College Supply Chain Management program is an 8-month Ontario College Graduate Certificate designed for university and college grads like you who are ready to step up to a career in logistics, operations and supply chain management.

Through the Supply Chain Management program you will gain:

- Critical negotiation skills
- Experience in managerial accounting
- Professional communication strategies
- Quality assurance and risk management techniques

Plus learn about manufacturing operations, purchasing, transportation and physical distribution.

If you're searching for the next steps to an exciting and in-demand career supply chain management online, you will find it here!

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Examine the connections between strategic objectives, stakeholder expectations, and supply chain design, functions, processes and roles, to guide decision-making, problem-solving and coordination of tasks.
2. Determine the value added and financial implications of supply chain decisions and design on overall business profitability, efficiency and stakeholder satisfaction.
3. Ensure supply chain activities and transactions are compliant with relevant legal, regulatory and contractual obligations, and industry and organization standards and policies for quality, health, safety, accountability, social and environmental responsibility.
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ADMISSIONS

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OTHER INFORMATION

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PROGRAM OF STUDY

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SCM101-3 Intro to Logistics & Supply Chain Mgmt

SCM102-3 Analysis of Supply Market & Suppliers
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SEMESTER 2

SCM201-4 Global Supply Chain Management
SCM202-3 Communicating in Supply Chain Management
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Course Descriptions

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Total Quality Management (SCM206) (3 credits)

This course considers total quality management principles, practices, and techniques, and the relationship to manufacturing and competitive strategies.

Community Integration Through Cooperative Education

Section B.52
2025-07-02

Ontario College Certificate (2 Years - 4 Semesters) (1120)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Believe in yourself and find strength in the real you! The hardest part about meeting a new challenge is taking that first step. Be inspired to move forward on your next exciting journey. We're right there with you.

Community Integration through Cooperative Education (CICE) is a fully integrated two-year certificate program offering students with learning challenges, requiring modifications to their curriculum, more ways to enhance their academic, vocational and social skills.

The CICE Program focuses on inclusive education. There are 15 program areas of study that are paired with program-specific field placements for a range of hands-on learning opportunities. CICE is designed to help you meet your full learning potential, and with in-class support and tutoring, you're on your way to a whole new level of confidence in your abilities!

Areas of Study

- Automotive
- Construction
- Culinary Skills
- Digital Film
- Early Childhood Studies
- Esthetician
- General Arts and Sciences
- Justice Studies
- Natural Environment
- Social Service Work - Indigenous Specialization

As a graduate of the CICE Program, you will partner with an employment support specialist to find the career that fits you. Your future is limitless.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (or) Ontario Secondary School Certificate (or) Certificate of Accomplishment (or) discretion of the Program Coordinator. Students are required to meet the Community Integration Through Cooperative Education program admission criteria, which will be mailed out once the application has been received.

ADMISSION PROCEDURES & SELECTION PROCESS

Pre-admission:

1. Fill out an Ontario college application form (online: www.ontariocolleges.ca)

2. Complete CICE admissions package.
3. Attend a personal interview.
4. Demonstrate academic needs that require curriculum modification.
5. Demonstrate a level of independence that does not require constant supervision.

Post-admission:

1. Attend a program orientation session.
2. Arrange for own transportation to and from the College and field placements. Due to the uniqueness of the CICE program, certain field placements may not follow a traditional time frame.
3. Students must submit a completed Health Assessment form that is provided by the College. This assessment is a mandatory requirement for field placement and is required at the start of Semester. It is also recommended that students be vaccinated for Hepatitis B and have a flu shot.
4. A current Police Record Check will be required when instructed to do so by the Employment Liaison Officer. The cost is the responsibility of the student. A current criminal record does not necessarily prevent the student from engaging in field placement, but agencies and the College have the right to deny field placement based on an existing criminal record. Under certain circumstances, in addition to the Police Record Check, fingerprints and/or completion of a Vulnerable Sector Check may be required.
5. Field Placements which typically commence in the second semester, will only proceed when all required documents have been presented to the Employment Liaison Officer.

CAREER PATHS

Graduates of the CICE program follow many paths. Some volunteer using skills they acquired while in college; many obtain rewarding part-time or full-time employment, and some choose to upgrade to meet the entrance requirements for other college programs. Graduates proudly share that their college experience provided them with the confidence and skills to make choices and pursue employment, continue their education, and get involved in the community.

After graduating from the CICE program, Owen chose to upgrade and return to college to study Digital Film Production. He's an outstanding mentor for other students, and uses his amazing skills developed in college to advocate through presentations and film.

As a graduate, Tyler is proud to use his skills obtained at college to volunteer at the hospital, and be able to give back to his community by supporting people in need.

As a graduate of the CICE program, Brandee obtained employment in her area of study and returned to college to further develop her skills and education. With her second diploma and work experience, Brandee continues to be gainfully employed in her field of study.

At college Eric studied Construction through the CICE program, greatly enjoyed his Field Placement experiences, and upon graduation he gained employment at a building supply company.

Inclusion, community involvement, vocational skill building and academic abilities are all cornerstones of the CICE program at Sault College. Graduates gain confidence, relevant skills and empowerment that they carry with them every day on their journey, wherever opportunity takes them.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary

\$2,648.20	\$1,250.00	N/A	N/A
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These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

All required documents for field placement must be completed and submitted eight weeks prior to commencing placement in Semester 2.

OTHER INFORMATION

Each program area of study includes student electives, in combination with mandatory courses, and field placement.

CICE graduates returning as extension students to take elective courses through the CICE program are not eligible for OSAP funding, so alternative funding is required. For more information, please contact student.financial.assistance@saultcollege.ca or our general inquiry line of 705-759-2554, ext. 2704.

CICE Team Co-Leads: Velma Simon, (705) 759-2554 ext 2437, velma.simon@saultcollege.ca or Melanie Ross, (705) 759- 2554 ext 2321, melanie.ross@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CICE101-6 Transition to College and Field Placement

CICE111-1 Skills for Workplace and Well-Being

Electives: + 3 courses in program area of study

SEMESTER 2

CICE102-4 Seminar I: Professional Development and the Workplace

CICE112-12 Field Placement I

Electives: + 3 courses in program area of study

SEMESTER 3

CICE201-4 Seminar II: Self-Determination, Personal and Professional

CICE211-12 Field Placement II

Electives: + 3 courses in program area of study

SEMESTER 4

CICE202-4 Seminar III: Transition to Employment and Community Integrat

CICE212-12 Field Placement III

Electives: + 3 courses in program area of study

PROGRAM OF STUDY NOTES

Note: + 3 courses in program area of study

Course Descriptions

Semester 1

Transition to College and Field Placement (CICE101) (6 credits)

This course provides students with knowledge and skills for transitioning to college and placement. Students gain competence in navigating the college campus, technology, and accessibility to support their learning. They examine learning styles and strategies to build awareness and skills that support their learning process. Through investigation and reflective learning, students gain knowledge on diversity, inclusion, professionalism, self-management, advocacy, effective communication, and individual responsibilities, rights and expectations for college and the workplace.

Skills for Workplace and Well-Being (CICE111) (1 credits)

In this course, students will strengthen personal and interpersonal skills to empower learning, employment, and a self-determined life. Through simulation, reflection, and interactive coursework, students will examine professionalism, develop communication, critical thinking and problem solving skills, and build capacity for resiliency in the face of change.

Semester 2

Seminar I: Professional Development and the Workplace (CICE102) (4 credits)

This course is designed to assist the student in establishing their role within the field placement environment. Students will gain an understanding of the importance of self-advocacy, the government legislation that applies to student and employee rights. Student experiences and ideas, as well as suggestions for interacting and participating effectively, within field placement, will be exchanged. Emphasis is placed on development of professional skills and understanding workplace responsibilities, such as reliability and confidentiality.

Field Placement I (CICE112) (12 credits)

In the first field placement, students develop vocational and technical skills related to their area of study. Students engage in self-directed learning, and focus on developing interpersonal skills, professional communication skills, and employable skills. Other specific learning outcomes are developed at the onset of the field placement, and student performance is evaluated throughout the semester. Students receive individualized support from Employment Liaison Officer and field placement supervisors.

Students explore workplace roles, responsibilities, and skills associated with their area of study and engage in reflective practice, goal setting, and planning on an ongoing basis to maximize skill development and confidence. Students complete 40 to 60 hours in Field Placement I plus one hour of in-class instruction weekly. Additionally, the CICE Program Fieldwork Manuals contain relevant policies and procedures to guide students and field supervisors.

Semester 3

Seminar II: Self-Determination, Personal and Professional (CICE201) (4 credits)

Through self-reflection, self-assessment, collaboration and role play, students build capacity for

independence, self-advocacy and self-determination in field placement, the workplace, and the community.

Students combine skills and strategies to identify and cope with barriers in the workplace and solve real-world problems. Learners explore employment opportunities and community supports, develop a plan for transitioning through graduation, and refine their resume. This course reinforces professional skill building as well as workplace rights and responsibilities. Learning activities relate directly to co-requisite field placement course CICE211 Field Placement II.

Field Placement II (CICE211) (12 credits)

Students are supported and supervised while continuing to develop interpersonal and technical skills in the field. Students apply skills of self-advocacy and professional communication to address challenges and barriers in field placement. With guidance of field placement supervisors and employment liaison officer, students take initiative and engage in self-directed, reflective learning.

Students establish clear and measurable goals with support and are evaluated throughout the semester. Self-evaluation is ongoing and relates to developing vocational skills, work ethic, interpersonal skills, and setting professional goals.

Students complete 60 to 80 hours in Field Placement II plus one hour of in-class instruction weekly. Additionally, the CICE Program Fieldwork Manuals contain relevant policies and procedures to guide students and field supervisors.

Semester 4

Seminar III: Transition to Employment and Community Integrat (CICE202) (4 credits)

Students critically examine the transition from student to employee and differentiate between field placement and the workplace. Students consolidate knowledge and skills to advance a plan for a self-determined future with support from community organizations as required.

Students refine interviewing skills in preparation for future employment opportunities and engage with community agencies to build working relationships and evaluate supports. Learning activities relate directly to co-requisite field placement course CICE212 Field Placement III.

Field Placement III (CICE212) (12 credits)

In this final field placement course, students continue to advance their learning with support and supervision while further developing professional skills and work skills in the field. Learners refine work ethic and demonstrate professionalism through the field placement role. Students develop networking skills, present evidence of progress and skill through reflective practice. With guidance of field placement supervisors and employment liaison officer, students take initiative and engage in self-directed, reflective learning.

Students establish clear and measurable goals with support and are evaluated throughout the semester. Self-evaluation is ongoing and relates to developing vocational skills, professional work habits, appropriate

interpersonal skills, and goal setting. Students complete 84 to 100 hours in Field Placement III plus one hour of in-class instruction weekly. Additionally, the CICE Program Fieldwork Manuals contain relevant policies and procedures to guide students and field supervisors.

Child and Youth Care

Section B.53
2025-07-02

Ontario College Advanced Diploma (3 Years - 6 Semesters) (1065)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The p

Do you love making a difference in your community? The Child and Youth Care program (CYC) is your gateway Apply your learning and your passion to get a head start on your future. This three-year advanced diploma pro Meet the unique needs of all communities.

The CYC program at Sault College is one of the only Child and Youth Care programs in Ontario to offer a formal Earn a university degree in as little as 8 months! Introducing our Two Plus Two Pathway to Degree option with If making a difference is your passion, you will find it here.

PROGRAM OUTCOMES

A graduate of the Child and Youth Care Program at Sault College will reliably demonstrate the ability to:

1. develop and maintain relationships with children, youth and their families applying principles of relation
2. assess and respond to the strengths and needs of children and youth, including complex responses imp
3. analyze and evaluate the impact of the inter-relationship among family, social service, justice and comm
4. plan, implement and evaluate interventions using evidence-informed practices in the areas of therapeu
5. advocate for the rights of children, youth and their families and maintain an anti-oppression perspective
6. apply communication, teamwork and organizational skills within the interprofessional team and with co
7. develop and implement self-care strategies using self-inquiry and reflection processes to promote self-a
8. use evidence-based research, professional development resources and supervision models to support p

Reference

Ministry of Training, Colleges and Universities Child and Youth Care Program Standards (MTCU 60701) Septem

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any re

ACADEMIC RECOMMENDATIONS

Child and Youth Care is a relationship-based profession that requires the ability to understand and engage with behavioural needs of children, youth and families, and to work effectively as a member of a professional team

CAREER PATHS

Child and Youth Care practitioners work in treatment centres, group homes, schools, social agencies, hospitals profession and have the skills needed to get hired (e.g. interview skills, resume-writing skills, job-search skills).

Please note that many workplaces will require a driver's licence for their job postings. Consider starting the pr

CLINICAL/LAB OR FIELD PLACEMENTS

Placement Eligibility Requirements:

All students are required to submit documentation of completion of placement eligibility procedures prior to e fieldwork and in accordance with the requirements of our community partners who facilitate your learning op

(I) A current Police Record Check – Vulnerable Sector Check. This is required by students as you will be participi refer to the Criminal Record Check Policy.

(II) Immunization & Health Record Form: This form includes the following immunization requirements:

- a) Immunity against measles, mumps, and rubella.
- b) Current tetanus-diphtheria.

We strongly recommend that students, for their own personal safety, have the Hepatitis B vaccine. Students a

(III) Current Certification in Standard First Aid & CPR Level C.

(IV) Completion of the Workplace Hazardous Materials Information System (WHMIS 2015), and additional hea

(V) You will need to have a G.P.A. of 2.0 or higher in the semester prior to field placement in order to eligible fi

(VI) You must sign a CYC Program Statement of Confidentiality Form prior to field placement.

EDUCATIONAL PATHS

If you want to pursue a University Degree after graduation, or if you already hold a related University Degree c

Get a Degree; CYC Diploma for University Graduates; CYC Diploma for ECE Graduates; CYC Diploma for SSW/

If you have finalized all academic requirements for a CYC advanced diploma from another Ontario college, but

Placement Completion Option for CYC Transfer Students

1. Get a Degree

For students who choose to continue their education after graduation, the Sault College Child and Youth Care just one academic year, dependent on GPA. Additional information on the process to transfer credit is available

2. CYC Diploma for University Graduates

If you have a degree in Psychology, but lack specialized field experience, our Degree Plus Diploma option may

In one academic year, you can achieve a three year Diploma that is accredited by the Provincial Ministry of Advanced Education and Applied Arts. You can then apply for full professional membership in the Ontario Association of Child and Youth Care (OACYC).

A Child and Youth Care Diploma will complement your theoretical knowledge and enhance your employability

Entrance Requirements

- BA in Psychology from an Accredited University
- Overall B average in area of concentration
- Current Resume (including volunteerism, workshops, PD activity)
- Placement Eligibility (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate.

*** Course of Study**

Semester A (Fall)

- CYC210-2 Integrated Seminar II
- CYC206-3 Child Care Methods III
- CYC308-7 Community Practicum III
- CYC202-3 Counselling Skills I
- GEN100-3 Global Citizenship
- CYC203-3 Group Dynamics I
- CYC207-2 Legislation and Social Issues

Semester B (Winter)

- CYC251-3 Group Dynamics II
- CYC252-3 Youth in Conflict with the Law
- CYC253-3 Counselling Skills II
- CYC254-3 Abuse & Family Violence
- CYC255-3 Child and Adolescent Mental Health 1
- CYC358-7 Community Practicum IV
- CYC360-2 Integrated Seminar IV

In order to maximize learning opportunities for University graduates, CYC210 and CYC308 will be considered co

* Individual maps may vary somewhat based on prior experience and/or the particular course content of speci

Registration Notes

Following the academic advisement interview you will apply to CYC through the OCAS process. Once accepted,

This opportunity is specific to persons with a BA in Psychology but applicants with related degrees will be considered on a case-by-case basis. All program offerings are subject to sufficient enrolment. Published information is subject to change without notice.

3. CYC Diploma for ECE Graduates

As a graduate of an Early Childhood Education Diploma program, you have acquired extensive experience and prior learning, and in recognition of the broad foundational and philosophical commonalities between our pro

*Individual maps may vary somewhat based on the course content and sequencing of specific diploma prograr

A Child and Youth Care Diploma will complement your ECE training by providing you the necessary skills and cr
Child and Youth Care. As a dual Diploma graduate, you will be more diverse in your skill sets and better qualifie

Entrance Requirements

- Early Childhood Education Diploma from an Accredited College
- CPIC and Health Documentation (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate

Program Duration for ECE Diploma Graduates

The duration of the advanced standing option for ECE graduates is four semesters with a September start.

Registration Notes

Following the academic advisement interview you can apply to Semester One through the OCAS process. Once

This opportunity is specific to persons with an ECE Diploma. Applicants who wish to transfer from ECE to CYC p

4. CYC Diploma for SSW/SSWN Graduates

As a graduate of a Social Service Worker Diploma program, you have acquired extensive experience and knowl
our programs, SSW graduates will receive advanced standing equivalent to one full year of study in the three y

*Individual maps may vary somewhat based on the course content and sequencing of specific diploma prograr

A Child and Youth Care Diploma will complement your SSW training by providing you the specialized skills and
are central to Child and Youth Care. As a dual Diploma graduate you will be more diverse in your skill sets and

Entrance Requirements

- SSW Diploma from an Accredited College
- CPIC and Health Documentation (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate

Program Duration for SSW/SSWN Diploma Graduates

The duration of the advanced standing option for SSW graduates is four semesters with a September start.

Registration Notes

Following the academic advisement interview you can apply to Semester One through the OCAS process. Once

This opportunity is specific to persons with an SSW or SSWN diploma. Applicants who wish to transfer from SS
notice.

5. Placement Completion Option For CYC Transfer Students

If you have finalized all academic requirements for a CYC advanced diploma from another Ontario college, but
two block placement experiences and their accompanying seminar courses, you will be eligible to graduate wit

The courses required for this option are as follows:

Fall

CYC306-21 Community Practicum V: Block 1 - and - CYC301-3 Seminar 111

Winter

CYC355-22 Community Practicum V1: Block 11 - and - CYC351-3 Seminar 1V

Registration Notes

Following the academic advisement interview with the program coordinator or designate, you will apply to the the program Coordinator.

This opportunity is specific to persons who have successfully completed all academic requirements for graduate course basis. This stream of study is subject to sufficient enrolment and departmental approval. Published info

OTHER INFORMATION

Program Coordinator: Melanie Jones, (705) 759.2554 ext 2548, melanie.jones@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
CYC100-3 Introduction to Human Relations
CYC103-3 Relational Practice in CYC
CYC104-3 CYC Methods I: Intro. to the Profession
PSY102-3 Introduction to Psychology
GEN100-3 Global Citizenship

SEMESTER 2

CMM225-3 Human Services Communication
CYC152-3 Therapeutic Recreation
CYC155-3 CYC Methods II: Behavioural Intervention
CYC156-3 Child and Adolescent Development
CYC157-3 Addictions: Evidence Informed Practice
CYC158-4 Community Practicum I: Prep and Seminar
SSC110-3 Introduction to Indigenous Canada

SEMESTER 3

CYC202-3 Counselling Skills I
CYC203-3 Group Dynamics I
CYC206-3 CYC Methods III: Case Management
CYC207-2 Legislation and Social Issues
CYC208-7 Community Practicum II
CYC210-2 Integrated Seminar II

SEMESTER 4

CYC251-3 Group Dynamics II

CYC252-3 Youth In Conflict with the Law
CYC253-3 Counselling Skills II
CYC254-3 Abuse and Family Violence
CYC255-3 Child and Adolescent Mental Health I

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester

SEMESTER 5

CYC256-3 Grief and Loss in Child and Youth Care
CYC304-3 Working with Diverse Populations
CYC305-3 CYC Methods IV: Trauma Focused Therapies
CYC307-3 Child and Adolescent Mental Health II
CYC308-7 Community Practicum III
CYC310-2 Integrated Seminar III

SEMESTER 6

CYC159-3 Family Practice
CYC354-4 Community Development
CYC357-3 Gender and Sexuality in CYC
CYC358-7 Community Practicum IV
CYC360-2 Integrated Seminar IV

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs. Students will learn to integrate research sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing feedback to peers.

Introduction to Human Relations (CYC100) (3 credits)

This course introduces students to principles and practices of effective human relations with particular emphasis on the areas of counselling and group dynamics and includes extensive practice and review of concepts.

Relational Practice in CYC (CYC103) (3 credits)

Relational Child and Youth Care is articulated through twenty-five characteristics which are organized in a three-part model. The first part, Relational Practice in CYC, emphasizes understanding life-space, the therapeutic relationship, and the role of the practitioner.

CYC Methods I: Intro. to the Profession (CYC104) (3 credits)

This course introduces students to the field of Child and Youth Care including a review of professional knowledge, skills, and attitudes that are uniquely those of competent Child and Youth Care practitioners. Students will develop an understanding of the history of the profession, roles and responsibilities of CYCs, ethical practice, developing personal self-awareness through reflection and understanding the needs of the children, youth and families that CYCs work with. An important objective for this course is for the student to begin to assess, develop and evaluate goals regarding their own personal and professional growth through the use of reflective learning.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need change from the local to international level. Important issues such as social injustice, poverty, environmental p

Semester 2

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human se services. Key components of this course include document design and various forms of research.

Therapeutic Recreation (CYC152) (3 credits)

Therapeutic Recreation is designed to familiarize students with a wide range of therapeutic recreational activit experiences.

CYC Methods II: Behavioural Intervention (CYC155) (3 credits)

This course focuses on behavioural interventions and techniques that are reflective of Child and Youth Care M

Child and Adolescent Development (CYC156) (3 credits)

This course provides an intensive study of the psychological, cognitive, physical, social and emotional developr development and behaviour will be contrasted with normal patterns.

Addictions: Evidence Informed Practice (CYC157) (3 credits)

This course addresses the role of the Child and Youth Care Practitioner in supporting children, youth and famil Child and Youth Care perspective. Major categories of drugs, their effects and withdrawal symptoms will be in of work in Child and Youth care will be covered.

Community Practicum I: Prep and Seminar (CYC158) (4 credits)

Website needs to reflect the course description on the outline which should read "CYC Field Placement Prepar learn to recognize the value of initiative and teamwork within those settings. Students will be given an opportu

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to understanding modern Indigenous life in Canada. Students will make critical connections between history and

Semester 3

Counselling Skills I (CYC202) (3 credits)

This course is an introduction to CYC counselling competencies and processes. It is designed to introduce the : the skill orientation of the course.

Group Dynamics I (CYC203) (3 credits)

This course examines current research and theory in understanding group roles and function. Various group te each student will be encouraged to examine his/her own personal traits and skills in order to develop and imp

CYC Methods III: Case Management (CYC206) (3 credits)

This course examines various aspects of the therapeutic process with primary emphasis on children and youth psychosocial enhancement. In that regard, case management issues ranging from access to evaluation will be :

Legislation and Social Issues (CYC207) (2 credits)

This course will provide students with an overview of legislation relevant to working with children and families clients of Child and Youth Care Practitioners. An in-depth examination of social issues impacting families in rel:

Community Practicum II (CYC208) (7 credits)

This is the second level of field placement in the Child and Youth Care program. Competencies comply with CY the student as a professional Child and Youth Care practitioner.

The fieldwork and seminar format enables students to gain self-confidence in their abilities, become aware of holistic approach is emphasized as students learn to become competent workers in this profession.

Integrated Seminar II (CYC210) (2 credits)

This course is a co-requisite to Community Practicum 11. Its focus is on professional skill development, with a enhancing their own professional competence. Reference will be made to material drawn from other CYC cour

The fieldwork and seminar format enables students to gain self-confidence in their abilities, become aware of holistic approach is emphasized as students learn to become competent workers in this profession

Semester 4

Group Dynamics II (CYC251) (3 credits)

This course is designed to build on the skills developed in Group Dynamics I. Opportunities will be provided fo the intent that the student acquires a clear understanding of the CYC's role in terms of this form of therapeuti

Youth In Conflict with the Law (CYC252) (3 credits)

This course provides a practical orientation to the Youth Criminal Justice Act, including a review of origins and level. It focuses particularly on treatment of youth in conflict with the law, including both general and specific

Counselling Skills II (CYC253) (3 credits)

As a follow up to Counselling Skills I, this course is designed to promote further development of dimensions of applications. Special areas to be introduced include: advocacy skills, maintaining an anti-oppression perspecti

Abuse and Family Violence (CYC254) (3 credits)

Child and youth abuse identification and interventions are viewed as the responsibility of every individual. Abi programs will be examined including conflict resolution skills.

Child and Adolescent Mental Health I (CYC255) (3 credits)

Various disorders of childhood and adolescence will be examined from a holistic perspective (including biologi approaches will be included. Special emphasis will be placed on assessment, case formulation and interventior

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 5

Grief and Loss in Child and Youth Care (CYC256) (3 credits)

As Child and Youth Care practitioners we recognize that there is not 'right' or 'normal' way to cope with or res practices in grief and loss, in particular the use of strength-based, relational practices used to provide support

Working with Diverse Populations (CYC304) (3 credits)

This course focuses on the student's ability to understand and respond effectively to multicultural and cross-c therapeutic approaches for building bridges and resolving conflicts within the context of a diverse and multicu

CYC Methods IV: Trauma Focused Therapies (CYC305) (3 credits)

This course examines various therapeutic approaches and philosophies with a particular emphasis on current l processes.

Child and Adolescent Mental Health II (CYC307) (3 credits)

This course will build on the competencies developed in CYC255 (Child and Adolescent Mental Health I) and wi impact on the individual, family and community. A look at the symptoms, causes, treatments and prevention a

Community Practicum III (CYC308) (7 credits)

This course is one of two senior levels of Community Practicum training in the Child and Youth Care Program.

Integrated Seminar III (CYC310) (2 credits)

This course is designed as a follow-up to your previous Integrated Seminar courses, and as a co-requisite to Co development as a CYC Practitioner.

Semester 6**Family Practice (CYC159) (3 credits)**

This course introduces students to the Child and Youth Care perspective of working with families in their daily concept of therapeutic milieu will be introduced. students examine various evidence-based methodologies an specifically to building strengths within the family is a key component of the course.

Community Development (CYC354) (4 credits)

This is an experiential course that focuses on building healthy communities through processes that are inclusiv will be a particular emphasis on professionalism, creativity and commitment.

Gender and Sexuality in CYC (CYC357) (3 credits)

Gender and sexuality are core components of healthy child and youth development. This course begins by exp support children, youth and families in developing and maintaining safe and healthy relationships. This course The focus will be on developmental issues, use of sensitive and direct questioning techniques, strategies for er

Community Practicum IV (CYC358) (7 credits)

This course is one of two senior levels of Community Practicum training in the Child and Youth Care Program.

Integrated Seminar IV (CYC360) (2 credits)

This course is designed as follow-up to the previous Integrated Seminar course, and as a co-requisite to Comm ethics. Self-assessment, interview skills and employment preparedness will be emphasized.

Child and Youth Care (Fort Frances)

Section B.54
2025-07-02

Ontario College Advanced Diploma (3 Years - 6 Semesters) (2765)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love making a difference in your community? The Child and Youth Care program (CYC) is your gateway into supporting the lives of children, youth and families. Through this innovative program, you will receive training in areas such as counselling, addiction, sexuality, mental health and special needs.

Apply your learning and your passion to get a head start on your future. This three-year advanced diploma program offers four levels of field placements in the community, small class sizes and a cooperative learning environment designed to prepare you to excel in your career helping others

Meet the unique needs of all communities.

The CYC program at Sault College is one of the only Child and Youth Care programs in Ontario to offer a formalized course in working with gender and sexuality and minority children, youth and their families. We want to help you make the biggest impact!

Earn a university degree in as little as 8 months! Introducing our Two Plus Two Pathway to Degree option with Algoma University. Students can join us for two years and will only need two more with our partnering University to earn a Bachelor of Arts in Psychology.

If making a difference is your passion, you will find it here.

PROGRAM OUTCOMES

A graduate of the Child and Youth Care Program at Sault College will reliably demonstrate the ability to:

1. develop and maintain relationships with children, youth and their families applying principles of relational practice and respecting their unique life space, cultural and human diversity.
2. assess and respond to the strengths and needs of children and youth, including complex responses impacted by developmental, environmental, physical, emotional, social and mental health challenges in order to promote positive change.
3. analyze and evaluate the impact of the inter-relationship among family, social service, justice and community systems on children, youth and their families and use this information in the planning of holistic care and in the reduction of systemic barriers.
4. plan, implement and evaluate interventions using evidence-informed practices in the areas of therapeutic milieu and programming, and group work to promote resiliency and to enhance development in children, youth and their families.
5. advocate for the rights of children, youth and their families and maintain an anti-oppression perspective and cultural competence in diverse cultural contexts.
6. apply communication, teamwork and organizational skills within the interprofessional team and with community partners to enhance the quality of service in child and youth care practice.
7. develop and implement self-care strategies using self-inquiry and reflection processes to promote self-awareness and to enhance practice as a child and youth care practitioner.
8. use evidence-based research, professional development resources and supervision models to support professional growth and lifelong learning.

Reference

Ministry of Training, Colleges and Universities Child and Youth Care Program Standards (MTCU 60701) September 2014.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

ACADEMIC RECOMMENDATIONS

Child and Youth Care is a relationship-based profession that requires the ability to understand and engage with others in meaningful ways. The work can be deeply rewarding and satisfying but it does require both physical and emotional stamina. You will be called upon to recognize and respond to the physical, psychological and behavioural needs of children, youth and families, and to work effectively as a member of a professional team. You are best suited to this profession if you are enthusiastic, non-judgemental and sensitive to the needs and feelings of others.

CAREER PATHS

Child and Youth Care practitioners work in treatment centres, group homes, schools, social agencies, hospitals, children's aid societies, youth programs, recreational programs, youth justice facilities, and community development. Some choose self-employment. Sault College Child and Youth Care graduates are well-trained in their profession and have the skills needed to get hired (e.g. interview skills, resume-writing skills, job-search skills). They enter a competitive market and succeed.

CLINICAL/LAB OR FIELD PLACEMENTS

Placement Eligibility Requirements:

All students are required to submit documentation of completion of placement eligibility procedures prior to entering field placement. If the appropriate documentation is not received by the CYC program deadline of mid-November in the first semester, you will not be eligible for fieldwork in the following semester. To be eligible for fieldwork and in accordance with the requirements of our community partners who facilitate your learning opportunities, all students must complete the following:

A current (within one year) Police Records Search is required by students as they will be enrolled in a program during which they will have unsupervised access to vulnerable persons. For detailed information regarding the specifics and process, please refer to the 'Police Records Search Procedure'. All costs associated to these requirements are the responsibility of the student.

Immunization & Health Record Form:

This form includes the following immunization requirements:

- Immunity against measles, mumps, and rubella
- Current tetanus-diphtheria

The student must sign a Statement of Confidentiality Form.

Current Certification in CPR (Level C) and First Aid, and WHIMS

We strongly recommend that applicants, for their own personal safety, receive the Hepatitis B vaccine and maintain a current influenza immunization. However, these are not requirements for entry into the program.

EDUCATIONAL PATHS

If you want to pursue a University Degree after graduation, or if you already hold a related University Degree or College Diploma, the following options will be of interest:

Get a Degree; CYC Diploma for University Graduates; CYC Diploma for ECE Graduates; CYC Diploma for SSW/SSWN Graduates

If you have finalized all academic requirements for a CYC advanced diploma from another Ontario college, but wish to complete your placement requirements through a unique northern experience, information about a September to April placement pathway can be found under the following heading:

Placement Completion Option for CYC Transfer Students

1. Get a Degree

For students who choose to continue their education after graduation, the Sault College Child and Youth Care Program and Algoma University here in Sault Ste. Marie have one of the best College-to-University Credit Transfer Agreements in the Province, allowing our graduates to complete a Bachelor's Degree in Psychology at Algoma in just one academic year, dependent on GPA. Additional information on the process to transfer credit is available on the Algoma University website. Similar opportunities for advanced standing exist at other Universities and Colleges including Windsor, Ryerson, Athabasca, Griffith University and Humber College.

2. CYC Diploma for University Graduates

If you have a degree in Psychology, but lack specialized field experience, our Degree Plus Diploma option may be for you.

In one academic year, you can achieve a three year Diploma that is accredited by the Provincial Ministry of Advanced Education and Skills Development and recognized throughout Canada. You will acquire practical skills and meaningful field experience under the supervision of well-qualified mentors. In addition, you will become eligible to apply for full professional membership in the Ontario Association of Child and Youth Care (OACYC).

A Child and Youth Care Diploma will complement your theoretical knowledge and enhance your employability by providing you the specialized skills and credentials to work with children, adolescents and families in a broad range of settings.

Entrance Requirements

- BA in Psychology from an Accredited University
- Overall B average in area of concentration
- Current Resume (including volunteerism, workshops, PD activity)
- Placement Eligibility (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate.

*** Course of Study**

Semester A (Fall)

- CYC200-3 Integrated Seminar II
- CYC206-3 Child Care Methods III
- CYC302-9 Community Practicum III
- CYC202-3 Counselling Skills I
- GEN100-3 Global Citizenship
- CYC203-3 Group Dynamics I
- CYC300-3 Family Dynamics

Semester B (Winter)

- CYC251-3 Group Dynamics II
- CYC252-3 Youth in Conflict with the Law
- CYC253-3 Counselling Skills II
- CYC254-3 Abuse & Family Violence
- CYC250-3 Psychopathology 1A
- CYW326-7 Community Practicum IV
- CYC351-3 Integrated Seminar IV

In order to maximize learning opportunities for University graduates, CYC200 and CYW307 will be considered co-requisites in the fall semester, for these applicants only.

* Individual maps may vary somewhat based on prior experience and/or the particular course content of specific degrees, but will comprise no less than 52 required credits overall. These determinations will be made in consultation with the Program Coordinator at the time of application.

Registration Notes

Following the academic advisement interview you will apply to CYC through the OCAS process. Once accepted, you will then be manually streamed to the correct semester and enrolled in your required courses. Further information can be obtained through the Office of the Registrar and the Financial Aid office.

This opportunity is specific to persons with a BA in Psychology but applicants with related degrees will be considered on an individual basis. In these circumstances, block transfers of credit may be reduced. For applicants who do not meet the minimum academic requirements, the credit transfer process may be limited to a course to course basis. All program offerings are subject to sufficient enrolment. Published information is subject to change without notice.

3. CYC Diploma for ECE Graduates

As a graduate of an Early Childhood Education Diploma program, you have acquired extensive experience and knowledge in supervised child-centred practicum settings and you have a strong understanding of creative expression, teaching methods, professionalism, program planning and child development. In acknowledgement of your prior learning, and in recognition of the broad foundational and philosophical commonalities between our programs, ECE graduates will receive advanced standing equivalent to one full year of study in the three year Child and Youth Care program at Sault College.

* Individual maps may vary somewhat based on the course content and sequencing of specific diploma programs. These determinations will be made in consultation with the Program Coordinator at the time of application.

A Child and Youth Care Diploma will complement your ECE training by providing you the necessary skills and credentials to work effectively with older children, adolescents and families in a variety of

circumstances. You will be trained in the specific applications of counselling, group dynamics and case management skills that are central to Child and Youth Care. As a dual Diploma graduate, you will be more diverse in your skill sets and better qualified to seek employment in a broad range of settings.

Entrance Requirements

- Early Childhood Education Diploma from an Accredited College
- CPIC and Health Documentation (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate

Program Duration for ECE Diploma Graduates

The duration of the advanced standing option for ECE graduates is four semesters with a September start.

Registration Notes

Following the academic advisement interview you can apply to Semester One through the OCAS process. Once accepted, you will be manually enrolled in your required courses. Further information can be obtained through the Office of the Registrar and the Financial Aid office.

This opportunity is specific to persons with an ECE Diploma. Applicants who wish to transfer from ECE to CYC prior to completion will continue to access and transfer credit according to the established format. All program offerings are subject to sufficient enrolment. Published information is subject to change without notice.

4. CYC Diploma for SSW/SSWN Graduates

As a graduate of a Social Service Worker Diploma program, you have acquired extensive experience and knowledge of ethical practice, professionalism and social understanding from a generalist perspective. In acknowledgement of your prior learning, and in recognition of the broad foundational and philosophical commonalities between our programs, SSW graduates will receive advanced standing equivalent to one full year of study in the three year Child and Youth Care program at Sault College.

*Individual maps may vary somewhat based on the course content and sequencing of specific diploma programs. These determinations will be made in consultation with the Program Coordinator at the time of application.

A Child and Youth Care Diploma will complement your SSW training by providing you the specialized skills and credentials to work effectively with children, adolescents and families in a variety of circumstances. You will be trained in youth and family oriented applications of counselling, group dynamics and developmental processes that are central to Child and Youth Care. As a dual Diploma graduate you will be more diverse in your skill sets and better qualified to seek employment in a broad range of settings.

Entrance Requirements

- SSW Diploma from an Accredited College
- CPIC and Health Documentation (as per College/Program requirements)
- Academic advisement interview with CYC Program Coordinator or Designate

Program Duration for SSW/SSWN Diploma Graduates

The duration of the advanced standing option for SSW graduates is four semesters with a September start.

Registration Notes

Following the academic advisement interview you can apply to Semester One through the OCAS process. Once accepted, you will be manually enrolled in your required courses. Further information can be obtained through the Office of the Registrar and the Financial Aid office.

This opportunity is specific to persons with an SSW or SSWN diploma. Applicants who wish to transfer from SSW/SSWN to CYC prior to completion will continue to access and transfer credit according to the established format. All program offerings are subject to sufficient enrolment. Published information is subject to change without notice.

5. Placement Completion Option For CYC Transfer Students

If you have finalized all academic requirements for a CYC advanced diploma from another Ontario college, but wish to complete your placement requirements through a unique northern experience, we offer a September to April option that is equivalent to four levels of community practicum. Once you have successfully completed your two block placement experiences and their accompanying seminar courses, you will be eligible to graduate with a CYC Diploma from Sault College. Most significantly, your professional qualifications will be enriched and supported by a real experience of relational practice in a northern context.

The courses required for this option are as follows:

Fall

CYC306-21 Community Practicum V: Block 1 - and - CYC301-3 Seminar 111

Winter

CYC355-22 Community Practicum V1: Block 11 - and - CYC351-3 Seminar 1V

Registration Notes

Following the academic advisement interview with the program coordinator or designate, you will apply to the Sault College CYC through OCAS. Once accepted, you will then be manually streamed to the correct semester and enrolled in your required courses. Further information can be obtained through the Office of the Registrar and/or the program Coordinator.

This opportunity is specific to persons who have successfully completed all academic requirements for graduation from a three year CYC Diploma program at another Ontario College, ***with the exception of their field placement requirements***. If you do not meet the stated criteria, the credit transfer process may be limited to a course to course basis. This stream of study is subject to sufficient enrolment and departmental approval. Published information is subject to change without notice.

OTHER INFORMATION

Program Contact: Carolyn Hepburn, (705) 759-2554 ext 2499, carolyn.hepburn@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
CYC100-3 Introduction to Human Relations
CYC101-3 Substance Use Continuum
CYC102-4 CYC Methods I: Intro to Profession
PSY102-3 Introduction to Psychology

GEN100-3 Global Citizenship

SEMESTER 2

CMM225-3 Human Services Communication
CYC150-3 Integrated Seminar I
CYC151-7 Community Practicum I
CYC152-3 Therapeutic Recreation
CYC153-3 Child and Adolescent Development I
CYC154-3 Addictions: Evidence Informed Practice
CYC155-3 CYC Methods II: Behavioural Intervention

SEMESTER 3

CYC200-3 Integrated Seminar II
CYC201-9 Community Practicum II
CYC202-3 Counselling Skills I
CYC203-3 Group Dynamics I
CYC204-3 Child and Adolescent Development II
CYC205-3 CYC Family Practice
CYC206-3 CYC Methods III: Case Management

SEMESTER 4

CYC250-3 Psychopathology of Childhood and Adolescence I
CYC251-3 Group Dynamics II
CYC252-3 Youth In Conflict with the Law
CYC253-3 Counselling Skills II
CYC254-3 Abuse and Family Violence

SEMESTER 5

CYC300-3 Family Dynamics
CYC301-3 Integrated Seminar III
CYC302-9 Community Practicum III
CYC303-3 Psychopathology of Childhood and Adolescence II
CYC304-3 Working with Diverse Populations
CYC305-3 CYC Methods IV: Trauma Focused Therapies

SEMESTER 6

CYC350-3 Human Sexuality
CYC351-3 Integrated Seminar IV
CYC352-3 Working with Gender and Sexual Minorities
CYC353-9 Community Practicum IV
CYC354-4 Community Development
SSC110-3 Introduction to Indigenous Canada

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Human Relations (CYC100) (3 credits)

This course introduces students to principles and practices of effective human relations with particular emphasis on professional applications in Child & Youth Care. Students will have opportunities to integrate theory and skill development in interpersonal communications and self-understanding. The course is designed to be foundational to further study in the areas of counselling and group dynamics and includes extensive practice and review of listening skills, perception checking, empathic understanding, social awareness and management of interpersonal conflicts.

Substance Use Continuum (CYC101) (3 credits)

This course introduces the student to the continuum of substance use and the impact of substance dependence. Students will develop an understanding of substance use, abuse and dependence on individuals and as a social issue, from a Child and Youth Care perspective.

CYC Methods I: Intro to Profession (CYC102) (4 credits)

This course introduces students to the field of Child and Youth Care including a review of professional knowledge, skills, and attitudes that are uniquely those of the competent Child and Youth Care practitioner. The course prepares students for fieldwork experiences in educational settings and introduces them to skills and issues related to observation, reporting, policies and ethics, and confidentiality.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, consciousness, sensation, and perception, 2) learning and memory, 3) intelligence, thought, and creativity, 4) motivation. Psychological concepts will be studied with a view towards how they can be applied to enhance the student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Integrated Seminar I (CYC150) (3 credits)

This course is a co-requisite to Community Practicum I. Its focus is on professional skill development, with a particular emphasis on relational practice, communication, identification of personal and professional goals, and developing and implementing strategies that promote positive behavioural outcomes for children and youth.

Community Practicum I (CYC151) (7 credits)

This is the first level of field placement in the Child and Youth Care program. Its emphasis is on the integration of theory and practical experience and the development of the student as a professional Child and Youth Care Practitioner

Therapeutic Recreation (CYC152) (3 credits)

Therapeutic Recreation is designed to familiarize students with a wide range of therapeutic recreational activities and the use of same in achieving identified goals for general and/or specific client populations. Emphasis is placed on providing clients with opportunities for personal growth and development through therapeutic recreational experiences.

Child and Adolescent Development I (CYC153) (3 credits)

Part 1 of this course provides an intensive study of the psychological, cognitive, physical and social development of the child from conception to early childhood. Psychological concepts, theories and research will be examined in relation to the child's development. The application of theory and research to the problems of childhood will be discussed.

Addictions: Evidence Informed Practice (CYC154) (3 credits)

This course addresses the role of the Child and Youth Care Practitioner in supporting children, youth and families impacted by addictions. Its emphasis is on intervention strategies in the areas of therapeutic programming, individual counselling and group work pertinent to treatment aims for the client.

CYC Methods II: Behavioural Intervention (CYC155) (3 credits)

This course focuses on behavioural interventions and techniques that are reflective of Child and Youth Care Methodology and relational practice. The course will prepare students to understand and respond to the emotional and behavioural needs of children and youth in ways that promote positive change and self-regulation.

Semester 3**Integrated Seminar II (CYC200) (3 credits)**

This course is a co-requisite to Community Practicum 2. Its focus is on professional skill development, with a particular emphasis on prevention and intervention strategies for youth-at-risk, and standards of professional conduct. Students will use self-reflection activities, self-care processes and responsiveness to feedback as tools for enhancing their own professional competence.

Community Practicum II (CYC201) (9 credits)

This is the second level of field placement in the Child and Youth Care program. Its emphasis is on the integration of theory and practical experience and the development of the student as a professional Child and Youth Care Practitioner.

Counselling Skills I (CYC202) (3 credits)

This course is an introduction to CYC counselling competencies and processes. It is designed to introduce the student to the techniques of the helping interview. Emphasis is on strength-based approaches, hands-on skill development, and the implications of self-awareness to a helping interview. Extensive

practice will occur to reinforce the skill orientation of the course.

Group Dynamics I (CYC203) (3 credits)

This course examines current research and theory in understanding group roles and function. Various group techniques and approaches will be explored in an experiential context to enable the student to develop entry-level skills in working effectively with groups. An emphasis is placed on understanding the individual within the group and each student will be encouraged to examine his/her own personal traits and skills in order to develop and implement a strategy to enhance these in the professional context.

Child and Adolescent Development II (CYC204) (3 credits)

This course is a continuation of Child and Adolescent Development 1. It provides an intensive study of human development from middle childhood to the end of adolescence. Included will be an examination of psychological, physical, cognitive and social growth and development. In some instances, abnormal development and behaviour will be contrasted with normal patterns.

CYC Family Practice (CYC205) (3 credits)

This course introduces students to the Child and Youth Care perspective on working with families in their daily lives. Students will examine the behavioral, developmental and psycho-social strengths and needs of children, youth and families in relation to their current family environments. Practical application of strategies and assessment tools appropriate to the family environment will be introduced.

CYC Methods III: Case Management (CYC206) (3 credits)

This course examines various aspects of the therapeutic process with primary emphasis on children and youth and their psychosocial needs. There will be a detailed examination of and practice with the assessment process as it relates to program planning and development. Emphasis will be placed on the concept of comprehensive psychosocial enhancement. In that regard, case management issues ranging from access to evaluation will be studied with a view to further defining and developing the Child and Youth Care Practitioner's role in the therapeutic process.

Semester 4

Psychopathology of Childhood and Adolescence I (CYC250) (3 credits)

Various disorders of childhood and adolescence will be examined from a holistic perspective (including biological, psychological and social factors). Each disorder will be explored intensively with respect to its impact on the individual, the family and the community. Extensive examination of symptoms, causes, treatment and prevention approaches will be included. Special emphasis will be placed on assessment, case formulation and intervention strategies from the Child & Youth Care perspective.

Group Dynamics II (CYC251) (3 credits)

This course is designed to build on the skills developed in Group Dynamics I. Opportunities will be provided for the individual student to demonstrate and develop skills in group leadership and group programming. The course will focus on children and adolescents and the therapeutic interventions that are possible / feasible in groups. It is the intent that the student acquires a clear understanding of the CYC's role in terms of this form of therapeutic intervention. Participants need to contribute to the team environment in a manner that reflects an attitude of cooperation and professionalism indicative of ethical standards.

Youth In Conflict with the Law (CYC252) (3 credits)

This course provides a practical orientation to the Youth Criminal Justice Act, including a review of origins and philosophical principles and how legislation is operationalized, with an emphasis on the local service delivery system. It examines the role of the CYC in the prevention of youth crime as well as in intervention at the community level. It focuses particularly on treatment of youth in conflict with the law, including both general and specific programming techniques.

Counselling Skills II (CYC253) (3 credits)

As a follow up to Counselling Skills I, this course is designed to promote further development of dimensions of helping. New skills in supporting and motivating clients toward their identified goals will be added to the existing framework of attending skills. Client-centered skills are examined further with a particular focus on intentional applications. Special areas to be introduced include: advocacy skills, maintaining an anti-oppression perspective and applying cultural competence in diverse cultural contexts. Philosophically, the course follows a strength/solution focus.

Abuse and Family Violence (CYC254) (3 credits)

Child and youth abuse identification and interventions are viewed as the responsibility of every individual. Abuse of children often occurs within the larger system of family violence. Impact of socialization and prevention programs will be examined as pertinent social issues. Assessment, treatment and prevention techniques and programs will be examined including conflict resolution skills.

Semester 5

Family Dynamics (CYC300) (3 credits)

In this course, students examine various evidence-based methodologies and review a representative sampling of family interventions. The course has a practical orientation as various aspects of parenting within the present societal demands of family life are explored. A focus on interventions geared specifically to building strengths within the family is a key component of the course. Social factors impacting families will also be reviewed.

Integrated Seminar III (CYC301) (3 credits)

This course is designed as a follow-up to your previous Integrated Seminar courses, and as a co-requisite to Community Practicum III. Its focus is on the articulation of the prevention and intervention strategies utilized in the field and related to the issues of youth, their families and their communities, as well as one's own professional development as a CYC Practitioner.

Community Practicum III (CYC302) (9 credits)

This course is one of two senior levels of Community Practicum training in the Child and Youth Care Program. Its emphasis is on the integration of theory and practical experience and the further development of the student as a professional Child and Youth Care Practitioner.

Psychopathology of Childhood and Adolescence II (CYC303) (3 credits)

This course is a continuation of Psychopathology of Childhood and Adolescence I. It builds on prior competencies and examines a range of disorders of childhood, adolescence and young adulthood not previously addressed. These psychopathologies will be examined from a holistic perspective and explored intensively with respect to their impact on the individual, the family and the community. Extensive examination of symptoms, causes, treatment and prevention approaches from the Child and Youth Care perspective will be included.

Working with Diverse Populations (CYC304) (3 credits)

This course focuses on the student's ability to understand and respond effectively to multicultural and cross-cultural issues, and issues of diversity and human rights as pertinent to the work of a Child & Youth Care Practitioner. There will be particular emphasis on self-awareness and skill development in planning and implementing therapeutic approaches for building bridges and resolving conflicts within the context of a diverse and multicultural society.

CYC Methods IV: Trauma Focused Therapies (CYC305) (3 credits)

This course examines various therapeutic approaches and philosophies with a particular emphasis on current best practices in trauma focused therapies. It includes opportunities for extensive practice and application of techniques and strategies, and builds on students' prior knowledge and training in counselling skills and developmental processes.

Semester 6

Human Sexuality (CYC350) (3 credits)

This course explores human sexuality from a variety of perspectives, including physical, emotional, environmental and societal influences. Its purpose is to provide students with the necessary knowledge, skills and attitudes to support children, youth and families in developing and maintaining safe and healthy relationships.

Integrated Seminar IV (CYC351) (3 credits)

This course is designed as follow-up to the previous Integrated Seminar course, and as a co-requisite to Community Practicum IV. Its focus is on the students growth and development both personally and professionally. The concept of professionalism will be explored with respect to career planning, commitment, communication and ethics. Self-assessment, interview skills and employment preparedness will be emphasized.

Working with Gender and Sexual Minorities (CYC352) (3 credits)

This course prepares students to work effectively with children, youth and families who are gender and sexual minorities. The focus will be on developmental issues, use of sensitive and direct questioning techniques, strategies for engagement, support and creating safe spaces. Students will become familiar with best practice models in assessing specific needs of these clients, engaging in positive treatment planning, making appropriate referrals, and advocacy.

Community Practicum IV (CYC353) (9 credits)

This course is one of two senior levels of Community Practicum training in the Child and Youth Care Program. Its emphasis is on the integration of theory and practical experience and the further development of the student as a professional Child and Youth Care Practitioner.

Community Development (CYC354) (4 credits)

This is an experiential course that focuses on building healthy communities through processes that are inclusive, self-determining and community driven. The course includes a theoretical orientation to best practices in community development together with extensive opportunities for practical application and direct skills training. There will be a particular emphasis on professionalism, creativity and commitment.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern

perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Early Childhood Education

Section B.55
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1030)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Early Childhood Education (ECE) program at Sault College provides exclusive research-based training opportunities for you to engage with our next generation.

The ECE program features a hands-on approach and multiple field placements which are an important part of the learning experience. Your real-world experience will be a huge advantage when entering the profession. Once you complete your diploma, you will be eligible to register with the regulating body, College of Early Childhood Educators (CECE), and use the title of Registered Early Childhood Educator. This designation is paramount to your growth in the profession.

Sault College's ECE program is one of a few in Ontario to offer training in programs from The Hanen Centre®. This approach to education promotes children's social, language and literacy development.

PROGRAM OUTCOMES

A graduate of the Early Childhood Education Program at Sault College will reliably demonstrate the ability to:

1. Create learning contexts to enable, build and maintain caring, responsive relationships in partnerships with children, families and communities that value and respect social, cultural and linguistic diversity including Indigenous peoples' worldviews and Francophone identity.
2. Co-create, facilitate and reflect upon inquiry and play-based early years and child care programs and pedagogical approaches to support children's learning, holistic development and well-being following children's capabilities, interests, ideas and experiences.
3. Co-design and maintain inclusive early learning environments to value and support equitable, accessible and meaningful learning opportunities for all children, their families and communities in a range of early years and child care settings.
4. Collaborate with children, families, colleagues, agencies and community partners to create, maintain, evaluate and promote safe and healthy early learning environments to support independence, reasonable risk-taking and healthy development and well-being.
5. Use observation strategies to identify children's strengths and challenges and to ascertain when children and families might benefit from additional support or community resources.
6. Use professional communication in interactions with children, families, colleagues, employers, the regulatory body, government authorities and children's service agencies to meet legal and ethical standards of the early years sector.
7. Act in accordance with relevant legislation, regulations, College of Early Childhood Educators Code of Ethics and Standards of Practice, agency policies and procedures and principles of evidence-informed practice and reflect upon their impact on one's own role in early years and child care settings.
8. Identify, report and document when a child is in a situation of perceived risk for, or actual neglect or abuse, in accordance with legislation, the College of Early Childhood Educators Code of Ethics and Standards of Practice, policies and procedures.
9. Create and engage in partnerships with families, communities, colleagues, inter-disciplinary professionals, authorities and child service agencies to advocate for quality early years and child

care programs and services.

10. Engage in reflective practice and continuous professional learning in accordance with principles of lifelong learning, evidence-informed practices in the early years sector and requirements of the College of Early Childhood Educators.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

In order to gain insight into the profession, we suggest that you visit an early learning program in your community. Early Childhood Educators are working daily with children and families. It is a profession that is very physically and emotionally demanding. You will be involved in lifting children, materials and equipment. You need to be able to respond quickly and calmly within the indoor and outdoor environments to ensure children's on-going emotional and physical well-being. Your composed and realistic approach will be helpful in your interactions with families and community professionals.

CAREER PATHS

As a graduate and upon registration with the College of ECE, you may refer to yourself as an Early Childhood Educator and work in a variety of roles and settings.

These include but are not limited to:

- Half day and full day infant, toddler, preschool and after-extended day school programs which are licensed by the Ministry of Education.
- Ministry of Education Full Day Early Learning Kindergarten programs
- Parent Family and Child resource centre programs
- Inclusive settings with children who have diverse development/disabilities.
- Head Start Programs
- Child Development Specialist
- Ministry of Education Licensed home childcare
- An educational assistant or literacy educator for the school boards
- So many other additional roles that work with children and families.

You are also encouraged to seek certification through your professional organization - the Association of Early Childhood Educators, Ontario (AECEO). For more information and membership requirements, contact the AECEO.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

Field practice experience provides the opportunity to integrate classroom learning into practice with groups of children in the community, with the guidance of a Registered Early Childhood Educator and the support of your faculty and fellow students.

Placement requirements will be presented during an information session at the beginning of the first semester. Students will be required to complete all the requirements before the end of the semester.

The following are the requirements that have additional costs and time commitments. All costs associated with these requirements are the responsibility of the student.

- Immunization and health records
- Standard First Aid and CPR- Level C
- Police Record Check - Vulnerable Sector Check (required each semester)

It is important to review this policy as a perspective applicant: [Criminal Record Check Policy](#)

Students will be placed in schools and early learning centres across Sault Ste. Marie and within Algoma District. Students will be responsible to travel to placement using public transportation or a personal vehicle. Students will need to be available between 6:30 a.m. – 6:00 p.m. for placements.

During your time in the ECE Program at Sault College, you will engage in a minimum of 500 hours of placements that provide a diverse experience.

A few examples of the placements you will experience are:

Licensed infant, toddler, preschool or extended day programs

- Full Day Early Learning Kindergarten programs
- EarlyON Child and Family Centres
- French Language programs
- Indigenous Early Learning Programs

EDUCATIONAL PATHS

Opportunities for transferring credits to other educational institutions are available by contacting the educational institution that you are interested in attending. In this way, you can take the knowledge and the practical hands-on skills earned with your Sault College ECE diploma and add these to further educational experiences at the university level. Many employers are looking for individuals with a combination of practical and theoretical skills and the Diploma to Degree route gives you this advantage.

Further post-diploma certifications are also available such as the Communication Disorder Assistant, Autism and Behavioural Sciences, Infant-Toddler, School-age, ECE Administration and ECE Resource Consultant. Refer to the Ontario Colleges website at www.ontariocolleges.ca and do a keyword search for the post-graduate program that you are interested in.

OTHER INFORMATION

Program College Contact: Dominique Lachapelle, dominique.lachapelle@saultcollege.ca

[College of Early Childhood Educators](#)

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ECE110-3 Introduction to the Field of Early Childhood Education
ECE111-3 Curriculum and Pedagogy 1
ECE112-3 Well-Being and Ethics of Care
PSY125-3 Lifespan Development: The Early Years
GEN100-3 Global Citizenship

SEMESTER 2

ECE120-9 Early Learning Field Practice & Seminar 1
ECE121-3 Curriculum and Pedagogy 2
ECE122-3 Responsive Relationships
ECE123-3 Understanding and Supporting Children's Needs
TES100-3 Two-Eyed Seeing and Land-Based Teachings

SEMESTER 3

CMM225-3 Human Services Communication
ECE230-9 Early Learning Field Practice & Seminar 2
ECE231-3 Curriculum and Pedagogy 3

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 4

ECE240-13 Early Learning Field Practice & Seminar 3
ECE241-3 Curriculum and Pedagogy 4
ECE242-3 Professionalism & Leadership in ECE

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to the Field of Early Childhood Education (ECE110) (3 credits)

This introductory course provides an overview of the field of Early Childhood Education in Ontario. Students learn about a range of early learning settings, the role of the early childhood educator, and the professional and legislative frameworks that guide practice. Emphasis is placed on ethical responsibilities, inclusive environments, and preparation for field practice.

Curriculum and Pedagogy 1 (ECE111) (3 credits)

This course introduces the concepts of relationship-building and play as the cornerstones of curriculum and pedagogy. Students will discuss the importance of relationships and play to children's learning and development, and identify the role of the educator and early learning environments in supporting learning.

Well-Being and Ethics of Care (ECE112) (3 credits)

This course will address the interrelationship of health, safety, and nutrition for children. Students will examine current legislation, agency policies, and evidence-informed practices to develop and maintain health, safety, and nutrition practices that emphasize preventing and recognizing illness and injury to individuals and groups of children in early learning and care settings. Students will discuss the importance of self-care and its relationship to their health and well-being as an educator.

Lifespan Development: The Early Years (PSY125) (3 credits)

This course examines the biopsychosocial aspects of human development from conception to age 12. Students will explore developmental psychology, focusing on describing, explaining, and optimizing development during the first 12 years of life. This course emphasizes the interaction between cultural, historical factors, and biological maturation to provide a holistic understanding of human development.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Early Learning Field Practice & Seminar 1 (ECE120) (9 credits)

This course combines early learning field practice within the community and in-class seminars. The first level of field practice provides introductory experience in early learning settings and the many aspects of curriculum. Students will use pedagogical documents to identify when and how learning happens and guide them in supporting the view of the child as capable, curious, and rich in experiences. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experience, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 2 (ECE121) (3 credits)

Students will be exposed to a variety of observational, pedagogical documentation & reflective techniques designed to incorporate learning goals that support child-led, high-quality, developmentally appropriate play. Skills gained from observing young children will help students identify and communicate how learning develops, along with creating opportunities for assessment, future curriculum planning, and making learning visible.

Responsive Relationships (ECE122) (3 credits)

In this course, students will explore how building and maintaining caring and responsive relationships with children, families, and the community is fundamental to early learning. Students will examine how cultural beliefs, biases, and professional practice impact their interactions and relationships with children, families, and communities.

Understanding and Supporting Children`s Needs (ECE123) (3 credits)

Students will explore how to recognize and respond to the diverse needs of all children, in ways that foster inclusion, pro-social behaviour, and self-regulation. Emphasis will be placed on recognizing individual developmental differences, applying supportive strategies, and creating responsive environments where every child experiences a strong sense of belonging, well-being, and meaningful participation.

Two-Eyed Seeing and Land-Based Teachings (TES100) (3 credits)

Course Description Coming Soon!

Semester 3

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Early Learning Field Practice & Seminar 2 (ECE230) (9 credits)

This course combines early learning field practice with the community and in-class settings. The Field Practice component allows students to apply their classroom-acquired knowledge and skills through real-world experience in diverse early learning settings. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 3 (ECE231) (3 credits)

In this course, students combine their knowledge of child development and their observation and documentation skills to consider the modes through which children learn. The focus of this course is on the planning of interest-based curriculum experiences that facilitate and scaffold learning in all areas of development. Students will also explore children`s learning and development through language, literacy, and create expression.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Early Learning Field Practice & Seminar 3 (ECE240) (13 credits)

This course combines early learning field practice within the community and in-class seminars. The Field Practice component enables students to apply their classroom-acquired knowledge and skills in diverse early learning settings. In this final level of field practice, students will take on increased responsibility and demonstrate leadership. Students will demonstrate professionalism by applying their knowledge in practice and critically reflecting on their choices and actions to improve their practice. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions.

Curriculum and Pedagogy 4 (ECE241) (3 credits)

To support children`s natural curiosity and inquiry, education must provide learning experiences that facilitate these everyday skills. Building on children`s interests and development, students will examine how to support math and science skills in early learning environments. They will explore the intricacies of the curriculum cycle.

Professionalism & Leadership in ECE (ECE242) (3 credits)

In this course, students will prepare to register with the College of Early Childhood Education and evaluate their understanding of professionalism and responsibilities as a RECE. Students will employ self-reflection to establish an on-going approach to personal and professional development, and lifelong learning. They will also gain a deeper understanding of their responsibilities in professional leadership and advocacy.

Early Childhood Education (Dryden)

Section B.56
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1044)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

You believe that children are the future. Hey, we have that in common! So, how can we work together to inspire tomorrow's generation today? The Early Childhood Education program (ECE program) at Sault College provides exclusive research-based training opportunities for students.

Our ECE program is one of few in Ontario to offer training in programs from The Hanen Centre®. This approach to education promotes children's social, language and literacy development. With an ECE diploma, you will be eligible to register with the College of Early Childhood Educators (CECE) and use the title of Registered Early Childhood Educator (RECE).

You can also continue your education at the university level by transferring eligible earned credits to partnering schools.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

ACADEMIC RECOMMENDATIONS

In order to gain insight into the profession, we suggest that you visit an early learning program in your community. Early Childhood Educators are working daily with children and families. It is a profession that is very physically and emotionally demanding. You will be involved in lifting children, materials and equipment. You need to be able to respond quickly and calmly within the indoor and outdoor environments to ensure children's on-going emotional and physical well-being. Your composed and realistic approach will be helpful in your interactions with families and community professionals.

CAREER PATHS

As a graduate and upon registration with the College of ECE, you may refer to yourself as an Early Childhood Educator and work in a variety of settings.

These include but are not limited to:

- Half day and full day licensed infant, toddler, preschool and after-school programs
- Ministry of Education Full Day Early Learning Kindergarten programs
- Parent resource centre programs
- Inclusive settings with children with disabilities/special needs.

Other employment options that you may wish to pursue are as:

- An educational assistant or literacy educator for the school board
- Other roles in the community working with children and families

You are also encouraged to seek certification through your professional organization - the Association of Early Childhood Educators, Ontario (AECEO). For more information and membership requirements, contact the AECEO.

CLINICAL/LAB OR FIELD PLACEMENTS

You will be required to submit documentation of having completed the following procedures prior to entering your field placement. If the appropriate documentation is not received at least two weeks prior to the start of the field placement, it may be necessary to withdraw from the course.

A current (within six months) Police Records Search is required, since you will be enrolled in a program where you will have access to vulnerable people. For detailed information regarding the specifics and process, please refer to the Police Records Search Procedure. You are responsible for all costs associated with these requirements.

Immunization and Health Record Form:

This form includes the following immunization requirements:

- Immunity against measles, mumps and rubella
- Current tetanus-diphtheria
- You will also be required to sign a Statement of Confidentiality Form.
- CPR (Level C), WHMIS, and First Aid Certificates are required. You must provide copies of your certification prior to starting your field placement.

Over your time in the ECE Program at Sault College, you will experience a variety of placements with children of differing age groups. These placement agencies are diverse and provide different opportunities to learn new skills in preparation for your professional career. You will work closely with Registered Early Childhood Educators and other professionals in community services, so that you learn the breadth of the profession and the services available to children and families in the community.

EDUCATIONAL PATHS

Opportunities for transferring credits to other educational institutions are also available by contacting the educational institution that you are interested in attending. In this way, you can take the knowledge and the practical hands-on skills earned with your Sault College ECE diploma and add these to further educational experiences at the university level. Many employers are looking for individuals with a combination of practical and theoretical skills and the Diploma to Degree route gives you this advantage.

Further post-diploma certifications are also available such as the Communication Disorder Assistant, Autism and Behavioural Sciences, Infant-Toddler, School-age, ECE Administration and ECE Resource Consultant.

OTHER INFORMATION

This program runs out of the Dryden Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ECE110-3 Introduction to the Field of Early Childhood Education
ECE111-3 Curriculum and Pedagogy 1
ECE112-3 Well-Being and Ethics of Care
PSY125-3 Lifespan Development: The Early Years
GEN100-3 Global Citizenship

SEMESTER 2

ECE120-9 Early Learning Field Practice & Seminar 1
ECE121-3 Curriculum and Pedagogy 2
ECE122-3 Responsive Relationships
ECE123-3 Understanding and Supporting Children's Needs
TES100-3 Two-Eyed Seeing and Land-Based Teachings

SEMESTER 3

CMM225-3 Human Services Communication
ECE230-9 Early Learning Field Practice & Seminar 2
ECE231-3 Curriculum and Pedagogy 3

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

ECE240-13 Early Learning Field Practice & Seminar 3
ECE241-3 Curriculum and Pedagogy 4
ECE242-3 Professionalism & Leadership in ECE

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to the Field of Early Childhood Education (ECE110) (3 credits)

This introductory course provides an overview of the field of Early Childhood Education in Ontario. Students learn about a range of early learning settings, the role of the early childhood educator, and the professional and legislative frameworks that guide practice. Emphasis is placed on ethical responsibilities, inclusive environments, and preparation for field practice.

Curriculum and Pedagogy 1 (ECE111) (3 credits)

This course introduces the concepts of relationship-building and play as the cornerstones of curriculum and pedagogy. Students will discuss the importance of relationships and play to children's learning and development, and identify the role of the educator and early learning environments in supporting learning.

Well-Being and Ethics of Care (ECE112) (3 credits)

This course will address the interrelationship of health, safety, and nutrition for children. Students will examine current legislation, agency policies, and evidence-informed practices to develop and maintain health, safety, and nutrition practices that emphasize preventing and recognizing illness and injury to individuals and groups of children in early learning and care settings. Students will discuss the importance of self-care and its relationship to their health and well-being as an educator.

Lifespan Development: The Early Years (PSY125) (3 credits)

This course examines the biopsychosocial aspects of human development from conception to age 12. Students will explore developmental psychology, focusing on describing, explaining, and optimizing development during the first 12 years of life. This course emphasizes the interaction between cultural, historical factors, and biological maturation to provide a holistic understanding of human development.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Early Learning Field Practice & Seminar 1 (ECE120) (9 credits)

This course combines early learning field practice within the community and in-class seminars. The first level of field practice provides introductory experience in early learning settings and the many aspects of curriculum. Students will use pedagogical documents to identify when and how learning happens and guide them in supporting the view of the child as capable, curious, and rich in experiences. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experience, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 2 (ECE121) (3 credits)

Students will be exposed to a variety of observational, pedagogical documentation & reflective techniques designed to incorporate learning goals that support child-led, high-quality, developmentally appropriate play. Skills gained from observing young children will help students identify and communicate how learning develops, along with creating opportunities for assessment, future curriculum planning, and making learning visible.

Responsive Relationships (ECE122) (3 credits)

In this course, students will explore how building and maintaining caring and responsive relationships with children, families, and the community is fundamental to early learning. Students will examine how cultural beliefs, biases, and professional practice impact their interactions and relationships with children, families, and communities.

Understanding and Supporting Children's Needs (ECE123) (3 credits)

Students will explore how to recognize and respond to the diverse needs of all children, in ways that foster inclusion, pro-social behaviour, and self-regulation. Emphasis will be placed on recognizing individual developmental differences, applying supportive strategies, and creating responsive environments where

every child experiences a strong sense of belonging, well-being, and meaningful participation.

Two-Eyed Seeing and Land-Based Teachings (TES100) (3 credits)

Course Description Coming Soon!

Semester 3

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Early Learning Field Practice & Seminar 2 (ECE230) (9 credits)

This course combines early learning field practice with the community and in-class settings. The Field Practice component allows students to apply their classroom-acquired knowledge and skills through real-world experience in diverse early learning settings. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 3 (ECE231) (3 credits)

In this course, students combine their knowledge of child development and their observation and documentation skills to consider the modes through which children learn. The focus of this course is on the planning of interest-based curriculum experiences that facilitate and scaffold learning in all areas of development. Students will also explore children's learning and development through language, literacy, and create expression.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Early Learning Field Practice & Seminar 3 (ECE240) (13 credits)

This course combines early learning field practice within the community and in-class seminars. The Field Practice component enables students to apply their classroom-acquired knowledge and skills in diverse early learning settings. In this final level of field practice, students will take on increased responsibility and demonstrate leadership. Students will demonstrate professionalism by applying their knowledge in practice and critically reflecting on their choices and actions to improve their practice. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions.

Curriculum and Pedagogy 4 (ECE241) (3 credits)

To support children's natural curiosity and inquiry, education must provide learning experiences that facilitate these everyday skills. Building on children's interests and development, students will examine how to support math and science skills in early learning environments. They will explore the intricacies of

the curriculum cycle.

Professionalism & Leadership in ECE (ECE242) (3 credits)

In this course, students will prepare to register with the College of Early Childhood Education and evaluate their understanding of professionalism and responsibilities as a RECE. Students will employ self-reflection to establish an on-going approach to personal and professional development, and lifelong learning. They will also gain a deeper understanding of their responsibilities in professional leadership and advocacy.

Early Childhood Education (Kenora)

Section B.57
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1046)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

You believe that children are the future. Hey, we have that in common! So, how can we work together to inspire tomorrow's generation today? The Early Childhood Education program (ECE program) at Sault College provides exclusive research-based training opportunities for students.

This hands-on experience is a huge advantage when entering the workforce whether it's an early learning program, EarlyON centre, health care facility or one of the many other career opportunities available to ECE grads.

Our ECE program is one of few in Ontario to offer training in programs from The Hanen Centre®. This approach to education promotes children's social, language and literacy development. With an ECE diploma, you will be eligible to register with the College of Early Childhood Educators (CECE) and use the title of Registered Early Childhood Educator (RECE).

You can also continue your education at the university level by transferring eligible earned credits to partnering schools.

PROGRAM OUTCOMES

A graduate of the Early Childhood Education Program at Sault College will reliably demonstrate the ability to:

1. Create learning contexts to enable, build and maintain caring, responsive relationships in partnerships with children, families and communities that value and respect social, cultural and linguistic diversity including Indigenous peoples' worldviews and Francophone identity.
2. Co-create, facilitate and reflect upon inquiry and play-based early years and child care programs and pedagogical approaches to support children's learning, holistic development and well-being following children's capabilities, interests, ideas and experiences.
3. Co-design and maintain inclusive early learning environments to value and support equitable, accessible and meaningful learning opportunities for all children, their families and communities in a range of early years and child care settings.
4. Collaborate with children, families, colleagues, agencies and community partners to create, maintain, evaluate and promote safe and healthy early learning environments to support independence, reasonable risk-taking and healthy development and well-being.
5. Use observation strategies to identify children's strengths and challenges and to ascertain when children and families might benefit from additional support or community resources.
6. Use professional communication in interactions with children, families, colleagues, employers, the regulatory body, government authorities and children's service agencies to meet legal and ethical standards of the early years sector.
7. Act in accordance with relevant legislation, regulations, College of Early Childhood Educators Code of

Ethics and Standards of Practice, agency policies and procedures and principles of evidence-informed practice and reflect upon their impact on one's own role in early years and child care settings.

8. Identify, report and document when a child is in a situation of perceived risk for, or actual neglect or abuse, in accordance with legislation, the College of Early Childhood Educators Code of Ethics and Standards of Practice, policies and procedures.

9. Create and engage in partnerships with families, communities, colleagues, inter-disciplinary professionals, authorities and child service agencies to advocate for quality early years and child care programs and services.

10. Engage in reflective practice and continuous professional learning in accordance with principles of lifelong learning, evidence-informed practices in the early years sector and requirements of the College of Early Childhood Educators.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

ACADEMIC RECOMMENDATIONS

In order to gain insight into the profession, we suggest that you visit an early learning program in your community. Early Childhood Educators are working daily with children and families. It is a profession that is very physically and emotionally demanding. You will be involved in lifting children, materials and equipment. You need to be able to respond quickly and calmly within the indoor and outdoor environments to ensure children's on-going emotional and physical well-being. Your composed and realistic approach will be helpful in your interactions with families and community professionals.

CAREER PATHS

As a graduate and upon registration with the College of ECE, you may refer to yourself as an Early Childhood Educator and work in a variety of settings.

These include but are not limited to:

- Half day and full day licensed infant, toddler, preschool and after- school programs
- Ministry of Education Full Day Early Learning Kindergarten programs
- Parent resource centre programs
- Inclusive settings with children with disabilities/special needs.

Other employment options that you may wish to pursue are as:

- An educational assistant or literacy educator for the school board
- Other roles in the community working with children and families

You are also encouraged to seek certification through your professional organization - the Association of Early Childhood Educators, Ontario (AECEO). For more information and membership requirements, contact the AECEO.

CLINICAL/LAB OR FIELD PLACEMENTS

You will be required to submit documentation of having completed the following procedures prior to entering your field placement. If the appropriate documentation is not received at least two weeks prior to the start of the field placement, it may be necessary to withdraw from the course.

A current (within six months) Police Records Search is required, since you will be enrolled in a program where you will have access to vulnerable people. For detailed information regarding the specifics and process, please refer to the 'Police Records Search Procedure'. You are responsible for all costs associated with these requirements.

Immunization and Health Record Form:

This form includes the following immunization requirements:

Immunity against measles, mumps and rubella

- Current tetanus-diphtheria
- You will also be required to sign a Statement of Confidentiality Form.
- CPR (Level C), WHMIS, and First Aid Certificates are required. You must provide copies of your certification prior to starting your field placement.

Over your time in the ECE Program at Sault College, you will experience a variety of placements with children of differing age groups. These placement agencies are diverse and provide different opportunities to learn new skills in preparation for your professional career. You will work closely with Registered Early Childhood Educators and other professionals in community services, so that you learn the breadth of the profession and the services available to children and families in the community.

Some examples of some of the placements that you may experience are:

- Licenced infant, toddler, preschool or after-school programs
- Full Day Early Learning Kindergarten programs
- Best Start Hub programs
- Children's Rehabilitation Centre
- Infant Child Development Program
- Waabinong Aboriginal Head Start program

EDUCATIONAL PATHS

Opportunities for transferring credits to other educational institutions are also available by contacting the educational institution that you are interested in attending. In this way, you can take the knowledge and the practical hands-on skills earned with your Sault College ECE diploma and add these to further educational experiences at the university level. Many employers are looking for individuals with a combination of practical and theoretical skills and the Diploma to Degree route gives you this advantage.

Further post-diploma certifications are also available such as the Communication Disorder Assistant, Autism and Behavioural Sciences, Infant-Toddler, School-age, ECE Administration and ECE Resource Consultant. Refer to the Ontario Colleges website at www.ontariocolleges.ca and do a keyword search for the post-graduate program that you are interested in.

As a graduate, you will also have the option of earning a three year Child & Youth Care (CYC) Diploma in only two academic years. This dual diploma option is available according to a predetermined educational map that provides you with one full year of advanced standing in the CYC program at Sault College.

OTHER INFORMATION

This program runs out of the Kenora Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ED 124-3 Healthy Foundations in ECE
ED 130-4 Teaching Methods I in ECE
ED 134-2 Creative Expression
ED 135-3 Introduction to Early Childhood Education
PSY102-3 Introduction to Psychology
SSC110-3 Introduction to Indigenous Canada

SEMESTER 2

ED 131-4 Teaching Methods II in ECE
ED 132-3 Language and Literacy
ED 136-9 Field Practice II
ED 137-2 Integrated Seminar II
HSC104-3 Child and Adolescent Development Part I

SEMESTER 3

ED 223-4 Teaching Methods III
ED 270-3 School Age Child Care and Programming
ED 274-3 Early Learning in Inclusive Settings
ED 286-9 Field Practice III
ED 287-2 Integrated Seminar III
GEN100-3 Global Citizenship

SEMESTER 4

CMM225-3 Human Services Communication
ED 213-3 Infant Toddler Care
ED 247-4 Teaching Methods IV in ECE
ED 285-3 Building Partnerships in Early Childhood Settings
ED 288-3 Quality Assurance in Early Childhood Settings
ED 289-12 Field Practice IV
ED 290-2 Integrated Seminar IV

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process,

from planning to revising, while providing opportunities to explore various modes of communication.

Healthy Foundations in ECE (ED 124) (3 credits)

This course addresses the interrelatedness of children's health, safety, nutrition and the dimensions of wellness. Students will explore Occupational Health and Safety standards and professional roles related to child abuse and domestic violence issues with a focus on reporting procedures and working with families.

Teaching Methods I in ECE (ED 130) (4 credits)

This course introduces the student to both theoretical and practical techniques of creating an inclusive, nurturing early learning environment. A collaborative approach of educating children in a variety of settings which utilize developmentally appropriate practices is emphasized.

Creative Expression (ED 134) (2 credits)

This course helps students learn to support children using poetry, music and dance as they respond to the world around them. This course is designed to help students develop a creative approach to music and to introduce skills that will help them encourage each child to discover new ways of expressing themselves through music, movement, creative visual arts and language.

Introduction to Early Childhood Education (ED 135) (3 credits)

Students will gain a general understanding about the Early Childhood Education field, including relevant theories and history. The roles and responsibilities needed to work with young children will be examined. Students will be introduced to the professional standards and practices that are required for working in a variety of early learning settings.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, consciousness, sensation, and perception, 2) learning and memory, 3) intelligence, thought, and creativity, 4) motivation. Psychological concepts will be studied with a view towards how they can be applied to enhance the student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Semester 2

Teaching Methods II in ECE (ED 131) (4 credits)

This course is a continuation of Teaching Methods I. It expands on the role of the teacher as mediator between the child and the learning environment. The student will explore the teacher's role in facilitating children's learning and in meeting their developmental needs through positive teaching behaviours and facilitative techniques.

Language and Literacy (ED 132) (3 credits)

This course will involve examining the research which identifies how critical the early years of a child's life are for developing literacy skills. Students will develop an understanding of the inter-relatedness of oral language, reading and writing and develop teaching strategies to help facilitate this growth. This will include exploring the components of setting up an effective literacy environment and how to facilitate quality early literacy experiences.

Field Practice II (ED 136) (9 credits)

This course assists students in the further development of knowledge and skills acquired in-class. Students will build responsive relationships with children, families and other professionals. Students are expected to maintain standards of professional conduct and become familiar with early learning environments including physical space, routine and schedule.

Competencies in observation and interpretation of children's behavior are focal points of this practical experience. Students work with families and children (birth to six years) in licensed childcare settings or kindergarten programs.

Integrated Seminar II (ED 137) (2 credits)

This course is designed to support and reinforce ECE students' learning during their field placements. Students explore the importance of the professional role in a childcare setting and building relationships with colleagues and families. Opportunities are provided to discuss, problem-solve and reflect on their work in becoming responsive caregivers. Assigned observations and placement activities will form a basis of discussion in this integrative seminar.

Child and Adolescent Development Part I (HSC104) (3 credits)

This course will provide an intensive study of the cognitive, physical, social, emotional and language development of the child from conception to early childhood. Child developmental psychology concepts, theories and research will be examined. The application of theory and research to childhood experiences will be discussed. This course emphasizes a holistic view of the child.

Semester 3

Teaching Methods III (ED 223) (4 credits)

Building on concepts learned in Teaching Methods II, this course focuses on fostering children's understanding of the world through inquiry-based learning. Students will gain teaching strategies to develop play environments and to guide child-initiated and adult-supported experiences that will enhance and deepen learning in indoor, outdoor and beyond spaces. Students also explore fundamental math and science concepts and demonstrate their ability to plan learning experiences that foster learning associated with these subjects for children ages 0-12.

School Age Child Care and Programming (ED 270) (3 credits)

Students will learn how to identify and meet the needs of school-age children. Students will recognize the importance of a wide range of experiences and activities for children in this age group and will learn how to capitalize on their interests and abilities.

Early Learning in Inclusive Settings (ED 274) (3 credits)

This course is designed to help students understand developmental variances, related factors, and the educator's role in planning for individual needs, while supporting the entire group in an inclusive

environment. There is an emphasis on supporting individual development and needs with a team approach, including active family involvement to support the children.

Field Practice III (ED 286) (9 credits)

Students will have the opportunity to plan and implement learning activities appropriate for all children's ages, stages of development, and interests, and explore an inquiry-based approach. Students will develop competencies in inquiry-based programming and planning learning activities to promote foundational math and science skills as focal points of this practical experience.

Integrated Seminar III (ED 287) (2 credits)

Students share and discuss ideas, questions, and concerns related to ED 286 Field Practice III. Field practice experiences and assignments will form a basis for discussion. As a result, students will be prepared for planning and implementing activities for children's learning, as well as for facilitating math and science experiences and practicing an inquiry-based approach.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Infant Toddler Care (ED 213) (3 credits)

This course provides an introduction to the area of infant and toddler care. The young child's developmental changes during the infant and the toddler periods are significant. Infants and toddlers are seen as individuals with strengths and needs which are to be interpreted and responded to by the sensitive caregiver. The synchronicity of this relationship is emphasized. Consequently, the student will develop an appreciation of the importance of ensuring quality care giving and of the need for a good learning environment in both the home and group care settings.

Teaching Methods IV in ECE (ED 247) (4 credits)

This course builds on concepts learned in Teaching Methods III. It will involve examining various aspects of curriculum planning and evaluation, both for groups and individuals, which will lead into implementation. Students will learn to articulate the pedagogical process of co-creating the environment to support children's exploration, investigation, and learning. Discussions on personal philosophy, program statements and common early childhood education approaches will take place to support and inform the curriculum development process.

Building Partnerships in Early Childhood Settings (ED 285) (3 credits)

Developing partnerships with families is an integral part of the 'family-centered' approach in early childhood education. This course studies various aspects of this developmentally appropriate practice by examining specific strategies for building effective partnerships such as: positive communication practices, supporting family involvement, and exploring ways to respond to the changing face of Canadian families. The increasing role of the educator within the community will also be examined.

Quality Assurance in Early Childhood Settings (ED 288) (3 credits)

An examination of current issues, social and governmental policies, advocacy, professional standards and the administrator's role will provide students with an understanding of the importance of quality in Early Childhood settings. Throughout this exploration, students will be challenged to develop their own philosophy of early childhood education by gaining an insight into the relationship between quality and the evolution of early childhood education.

Field Practice IV (ED 289) (12 credits)

This final field practice course encourages students to develop further strategies for enhancing children's developmental abilities through the planning and implementation of individual and group experiences. Additional responsibilities provide the student with the opportunity to refine and demonstrate the competencies required of Early Childhood Educators. A minimum of 550 field practice hours is required for graduation. This is consistent with provincial standard outlining what is required to become a Registered Early Childhood Educator.

Integrated Seminar IV (ED 290) (2 credits)

This weekly seminar gives students the opportunity to share ideas and theoretical concerns relative to field practice. Activities completed during field placement will form a basis for discussion. As a result, the student will be better prepared for planning for children's learning and for guiding children's behaviour.

Early Childhood Education (Online Program Delivery)

Section B.58
2025-07-02

Ontario College Diploma (4 consecutive semesters) (1330)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program is delivered online through Contact North.

The September 2025 intake of this program will be delivered over four consecutive semesters.

You believe that children are the future. Hey, we have that in common! So, how can we work together to inspire tomorrow's generation today? The Early Childhood Education program (ECE program) at Sault College provides exclusive research-based training opportunities for students.

This hands-on experience is a huge advantage when entering the workforce whether it's an early learning program, EarlyON centre, health care facility or one of the many other career opportunities available to ECE grads.

Our ECE program is one of few in Ontario to offer training in programs from The Hanen Centre®. This approach to education promotes children's social, language and literacy development. With an ECE diploma, you will be eligible to register with the College of Early Childhood Educators (CECE) and use the title of Registered Early Childhood Educator (RECE).

You can also continue your education at the university level by transferring eligible earned credits to partnering schools.

PROGRAM OUTCOMES

A graduate of the Early Childhood Education Program at Sault College will reliably demonstrate the ability to:

1. Create learning contexts to enable, build and maintain caring, responsive relationships in partnerships with children, families and communities that value and respect social, cultural and linguistic diversity including Indigenous peoples' worldviews and Francophone identity.
2. Co-create, facilitate and reflect upon inquiry and play-based early years and child care programs and pedagogical approaches to support children's learning, holistic development and well-being following children's capabilities, interests, ideas and experiences.
3. Co-design and maintain inclusive early learning environments to value and support equitable, accessible and meaningful learning opportunities for all children, their families and communities in a range of early years and child care settings.
4. Collaborate with children, families, colleagues, agencies and community partners to create, maintain, evaluate and promote safe and healthy early learning environments to support independence, reasonable risk-taking and healthy development and well-being.

5. Use observation strategies to identify children's strengths and challenges and to ascertain when children and families might benefit from additional support or community resources.
6. Use professional communication in interactions with children, families, colleagues, employers, the regulatory body, government authorities and children's service agencies to meet legal and ethical standards of the early years sector.
7. Act in accordance with relevant legislation, regulations, College of Early Childhood Educators Code of Ethics and Standards of Practice, agency policies and procedures and principles of evidence-informed practice and reflect upon their impact on one's own role in early years and child care settings.
8. Identify, report and document when a child is in a situation of perceived risk for, or actual neglect or abuse, in accordance with legislation, the College of Early Childhood Educators Code of Ethics and Standards of Practice, policies and procedures.
9. Create and engage in partnerships with families, communities, colleagues, inter-disciplinary professionals, authorities and child service agencies to advocate for quality early years and child care programs and services.
10. Engage in reflective practice and continuous professional learning in accordance with principles of lifelong learning, evidence-informed practices in the early years sector and requirements of the College of Early Childhood Educators.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 (C) ENG4C, or mature student status.

ACADEMIC RECOMMENDATIONS

In order to gain insight into the profession, we suggest that you visit an early learning program in your community. Early Childhood Educators are working daily with children and families. It is a profession that is very physically and emotionally demanding. You will be involved in lifting children, materials and equipment. You need to be able to respond quickly and calmly within the indoor and outdoor environments to ensure children's on-going emotional and physical well-being. Your composed and realistic approach will be helpful in your interactions with families and community professionals.

CAREER PATHS

As a graduate and upon registration with the College of ECE, you may refer to yourself as an Early Childhood Educator and work in a variety of settings.

These include but are not limited to:

- Half day and full day licensed infant, toddler, preschool and after- school programs
- Ministry of Education Full Day Early Learning Kindergarten programs
- Parent resource centre programs
- Inclusive settings with children with disabilities/special needs.

Other employment options that you may wish to pursue are as:

- An educational assistant or literacy educator for the school board
- Other roles in the community working with children and families

You are also encouraged to seek certification through your professional organization - the Association of Early Childhood Educators, Ontario (AECEO). For more information and membership requirements, contact the AECEO.

CLINICAL/LAB OR FIELD PLACEMENTS

You will be required to submit documentation of having completed the following procedures prior to entering your field placement. If the appropriate documentation is not received at least two weeks prior to the start of the field placement, it may be necessary to withdraw from the course.

A current (within six months) Police Records Search is required, since you will be enrolled in a program where you will have access to vulnerable people. For detailed information regarding the specifics and process, please refer to the 'Police Records Search Procedure'. You are responsible for all costs associated with these requirements.

Immunization and Health Record Form:

This form includes the following immunization requirements:

Immunity against measles, mumps and rubella

- Current tetanus-diphtheria
- You will also be required to sign a Statement of Confidentiality Form.
- CPR (Level C), WHMIS, and First Aid Certificates are required. You must provide copies of your certification prior to starting your field placement.

Over your time in the ECE Program at Sault College, you will experience a variety of placements with children of differing age groups. These placement agencies are diverse and provide different opportunities to learn new skills in preparation for your professional career. You will work closely with Registered Early Childhood Educators and other professionals in community services, so that you learn the breadth of the profession and the services available to children and families in the community.

Some examples of some of the placements that you may experience are:

- Licenced infant, toddler, preschool or after-school programs
- Full Day Early Learning Kindergarten programs
- Best Start Hub programs
- Children's Rehabilitation Centre
- Infant Child Development Program
- Waabinong Aboriginal Head Start program

EDUCATIONAL PATHS

Opportunities for transferring credits to other educational institutions are also available by contacting the educational institution that you are interested in attending. In this way, you can take the knowledge and the practical hands-on skills earned with your Sault College ECE diploma and add these to further

educational experiences at the university level. Many employers are looking for individuals with a combination of practical and theoretical skills and the Diploma to Degree route gives you this advantage.

Further post-diploma certifications are also available such as the Communication Disorder Assistant, Autism and Behavioural Sciences, Infant-Toddler, School-age, ECE Administration and ECE Resource Consultant. Refer to the Ontario Colleges website at www.ontariocolleges.ca and do a keyword search for the post-graduate program that you are interested in.

OTHER INFORMATION

College of Early Childhood Educators

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ECE110-3 Introduction to the Field of Early Childhood Education
ECE111-3 Curriculum and Pedagogy 1
ECE112-3 Well-Being and Ethics of Care
PSY125-3 Lifespan Development: The Early Years
GEN100-3 Global Citizenship

SEMESTER 2

ECE120-9 Early Learning Field Practice & Seminar 1
ECE121-3 Curriculum and Pedagogy 2
ECE122-3 Responsive Relationships
ECE123-3 Understanding and Supporting Children's Needs
TES100-3 Two-Eyed Seeing and Land-Based Teachings

SEMESTER 3

CMM225-3 Human Services Communication
ECE230-9 Early Learning Field Practice & Seminar 2
ECE231-3 Curriculum and Pedagogy 3

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

ECE240-13 Early Learning Field Practice & Seminar 3
ECE241-3 Curriculum and Pedagogy 4
ECE242-3 Professionalism & Leadership in ECE

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposefully research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to the Field of Early Childhood Education (ECE110) (3 credits)

This introductory course provides an overview of the field of Early Childhood Education in Ontario. Students learn about a range of early learning settings, the role of the early childhood educator, and the professional and legislative frameworks that guide practice. Emphasis is placed on ethical responsibilities, inclusive environments, and preparation for field practice.

Curriculum and Pedagogy 1 (ECE111) (3 credits)

This course introduces the concepts of relationship-building and play as the cornerstones of curriculum and pedagogy. Students will discuss the importance of relationships and play to children's learning and development, and identify the role of the educator and early learning environments in supporting learning.

Well-Being and Ethics of Care (ECE112) (3 credits)

This course will address the interrelationship of health, safety, and nutrition for children. Students will examine current legislation, agency policies, and evidence-informed practices to develop and maintain health, safety, and nutrition practices that emphasize preventing and recognizing illness and injury to individuals and groups of children in early learning and care settings. Students will discuss the importance of self-care and its relationship to their health and well-being as an educator.

Lifespan Development: The Early Years (PSY125) (3 credits)

This course examines the biopsychosocial aspects of human development from conception to age 12. Students will explore developmental psychology, focusing on describing, explaining, and optimizing development during the first 12 years of life. This course emphasizes the interaction between cultural, historical factors, and biological maturation to provide a holistic understanding of human development.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Early Learning Field Practice & Seminar 1 (ECE120) (9 credits)

This course combines early learning field practice within the community and in-class seminars. The first level of field practice provides introductory experience in early learning settings and the many aspects of curriculum. Students will use pedagogical documents to identify when and how learning happens and guide them in supporting the view of the child as capable, curious, and rich in experiences. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experience, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share

perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 2 (ECE121) (3 credits)

Students will be exposed to a variety of observational, pedagogical documentation & reflective techniques designed to incorporate learning goals that support child-led, high-quality, developmentally appropriate play. Skills gained from observing young children will help students identify and communicate how learning develops, along with creating opportunities for assessment, future curriculum planning, and making learning visible.

Responsive Relationships (ECE122) (3 credits)

In this course, students will explore how building and maintaining caring and responsive relationships with children, families, and the community is fundamental to early learning. Students will examine how cultural beliefs, biases, and professional practice impact their interactions and relationships with children, families, and communities.

Understanding and Supporting Children`s Needs (ECE123) (3 credits)

Students will explore how to recognize and respond to the diverse needs of all children, in ways that foster inclusion, pro-social behaviour, and self-regulation. Emphasis will be placed on recognizing individual developmental differences, applying supportive strategies, and creating responsive environments where every child experiences a strong sense of belonging, well-being, and meaningful participation.

Two-Eyed Seeing and Land-Based Teachings (TES100) (3 credits)

Course Description Coming Soon!

Semester 3

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Early Learning Field Practice & Seminar 2 (ECE230) (9 credits)

This course combines early learning field practice with the community and in-class settings. The Field Practice component allows students to apply their classroom-acquired knowledge and skills through real-world experience in diverse early learning settings. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions. Students will identify areas for development and create strategies for continuous growth.

Curriculum and Pedagogy 3 (ECE231) (3 credits)

In this course, students combine their knowledge of child development and their observation and documentation skills to consider the modes through which children learn. The focus of this course is on the planning of interest-based curriculum experiences that facilitate and scaffold learning in all areas of development. Students will also explore children`s learning and development through language, literacy, and create expression.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Early Learning Field Practice & Seminar 3 (ECE240) (13 credits)

This course combines early learning field practice within the community and in-class seminars. The Field Practice component enables students to apply their classroom-acquired knowledge and skills in diverse early learning settings. In this final level of field practice, students will take on increased responsibility and demonstrate leadership. Students will demonstrate professionalism by applying their knowledge in practice and critically reflecting on their choices and actions to improve their practice. The Seminar component engages students in critical reflection, guiding them to analyze their field practice experiences, teaching methods, and beliefs. Through collaborative learning and guided reflection, students will share perspectives, ideas, and resources, examining the impact of their teaching decisions.

Curriculum and Pedagogy 4 (ECE241) (3 credits)

To support children's natural curiosity and inquiry, education must provide learning experiences that facilitate these everyday skills. Building on children's interests and development, students will examine how to support math and science skills in early learning environments. They will explore the intricacies of the curriculum cycle.

Professionalism & Leadership in ECE (ECE242) (3 credits)

In this course, students will prepare to register with the College of Early Childhood Education and evaluate their understanding of professionalism and responsibilities as a RECE. Students will employ self-reflection to establish an on-going approach to personal and professional development, and lifelong learning. They will also gain a deeper understanding of their responsibilities in professional leadership and advocacy.

Early Childhood Education (Toronto)

Section B.59
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5940)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

You believe that children are the future. Hey, we have that in common! So, how can we work together to inspire tomorrow's generation today? The Early Childhood Education program (ECE program) at Sault College provides exclusive research-based training opportunities for students.

This hands-on experience is a huge advantage when entering the workforce whether it's an early learning program, EarlyON centre, health care facility or one of the many other career opportunities available to ECE grads.

Our ECE program is one of few in Ontario to offer training in programs from The Hanen Centre®. This approach to education promotes children's social, language and literacy development. With an ECE diploma, you will be eligible to register with the College of Early Childhood Educators (CECE) and use the title of Registered Early Childhood Educator (RECE).

You can also continue your education at the university level by transferring eligible earned credits to partnering schools.

PROGRAM OUTCOMES

A graduate of the Early Childhood Education Program at Sault College will reliably demonstrate the ability to:

1. Create learning contexts to enable, build and maintain caring, responsive relationships in partnerships with children, families and communities that value and respect social, cultural and linguistic diversity including Indigenous peoples' worldviews and Francophone identity.
2. Co-create, facilitate and reflect upon inquiry and play-based early years and child care programs and pedagogical approaches to support children's learning, holistic development and well-being following children's capabilities, interests, ideas and experiences.
3. Co-design and maintain inclusive early learning environments to value and support equitable, accessible and meaningful learning opportunities for all children, their families and communities in a range of early years and child care settings.
4. Collaborate with children, families, colleagues, agencies and community partners to create, maintain,

evaluate and promote safe and healthy early learning environments to support independence, reasonable risk-taking and healthy development and well-being.

5. Use observation strategies to identify children's strengths and challenges and to ascertain when children and families might benefit from additional support or community resources.

6. Use professional communication in interactions with children, families, colleagues, employers, the regulatory body, government authorities and children's service agencies to meet legal and ethical standards of the early years sector.

7. Act in accordance with relevant legislation, regulations, College of Early Childhood Educators Code of Ethics and Standards of Practice, agency policies and procedures and principles of evidence-informed practice and reflect upon their impact on one's own role in early years and child care settings.

8. Identify, report and document when a child is in a situation of perceived risk for, or actual neglect or abuse, in accordance with legislation, the College of Early Childhood Educators Code of Ethics and Standards of Practice, policies and procedures.

9. Create and engage in partnerships with families, communities, colleagues, inter-disciplinary professionals, authorities and child service agencies to advocate for quality early years and child care programs and services.

10. Engage in reflective practice and continuous professional learning in accordance with principles of lifelong learning, evidence-informed practices in the early years sector and requirements of the College of Early Childhood Educators.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

ACADEMIC RECOMMENDATIONS

In order to gain insight into the profession, we suggest that you visit an early learning program in your community. Early Childhood Educators are working daily with children and families. It is a profession that is very physically and emotionally demanding. You will be involved in lifting children, materials and equipment. You need to be able to respond quickly and calmly within the indoor and outdoor environments to ensure children's on-going emotional and physical well-being. Your composed and realistic approach will be helpful in your interactions with families and community professionals.

CAREER PATHS

As a graduate and upon registration with the College of ECE, you may refer to yourself as an Early Childhood Educator and work in a variety of settings.

These include but are not limited to:

- Half day and full day licensed infant, toddler, preschool and after- school programs
- Ministry of Education Full Day Early Learning Kindergarten programs
- Parent resource centre programs
- Inclusive settings with children with disabilities/special needs.

Other employment options that you may wish to pursue are as:

- An educational assistant or literacy educator for the school board
- Other roles in the community working with children and families

You are also encouraged to seek certification through your professional organization - the Association of Early Childhood Educators, Ontario (AECEO). For more information and membership requirements, contact the AECEO.

CLINICAL/LAB OR FIELD PLACEMENTS

You will be required to submit documentation of having completed the following procedures prior to entering your field placement. If the appropriate documentation is not received at least two weeks prior to the start of the field placement, it may be necessary to withdraw from the course.

A current (within six months) Police Records Search is required, since you will be enrolled in a program where you will have access to vulnerable people. For detailed information regarding the specifics and process, please refer to the `Police Records Search Procedure`. You are responsible for all costs associated with these requirements.

Immunization and Health Record Form:

This form includes the following immunization requirements:

Immunity against measles, mumps and rubella

- Current tetanus-diphtheria
- You will also be required to sign a Statement of Confidentiality Form.
- CPR (Level C), WHMIS, and First Aid Certificates are required. You must provide copies of your certification prior to starting your field placement.

Over your time in the ECE Program at Sault College, you will experience a variety of placements with children of differing age groups. These placement agencies are diverse and provide different opportunities to learn new skills in preparation for your professional career. You will work closely with Registered Early Childhood Educators and other professionals in community services, so that you learn the breadth of the profession and the services available to children and families in the community.

Some examples of some of the placements that you may experience are:

- Licenced infant, toddler, preschool or after-school programs
- Full Day Early Learning Kindergarten programs
- Best Start Hub programs
- Children`s Rehabilitation Centre
- Infant Child Development Program
- Waabinong Aboriginal Head Start program

EDUCATIONAL PATHS

Opportunities for transferring credits to other educational institutions are also available by contacting the educational institution that you are interested in attending. In this way, you can take the knowledge and the practical hands-on skills earned with your Sault College ECE diploma and add these to further educational experiences at the university level. Many employers are looking for individuals with a combination of practical and theoretical skills and the Diploma to Degree route gives you this advantage.

Further post-diploma certifications are also available such as the Communication Disorder Assistant, Autism and Behavioural Sciences, Infant-Toddler, School-age, ECE Administration and ECE Resource

Consultant. Refer to the Ontario Colleges website at www.ontariocolleges.ca and do a keyword search for the post-graduate program that you are interested in.

As a graduate, you will also have the option of earning a three year Child & Youth Care (CYC) Diploma in only two academic years. This dual diploma option is available according to a predetermined educational map that provides you with one full year of advanced standing in the CYC program at Sault College.

OTHER INFORMATION

College of Early Childhood Educators

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ED 124-3 Healthy Foundations in ECE
ED 130-4 Teaching Methods I in ECE
ED 134-2 Creative Expression
ED 135-3 Introduction to Early Childhood Education
PSY102-3 Introduction to Psychology
SSC110-3 Introduction to Indigenous Canada

SEMESTER 2

ED 131-4 Teaching Methods II in ECE
ED 132-3 Language and Literacy
ED 136-9 Field Practice II
ED 137-2 Integrated Seminar II
HSC104-3 Child and Adolescent Development Part I

SEMESTER 3

ED 223-4 Teaching Methods III
ED 270-3 School Age Child Care and Programming
ED 274-3 Early Learning in Inclusive Settings
ED 286-9 Field Practice III
ED 287-2 Integrated Seminar III
GEN100-3 Global Citizenship

SEMESTER 4

CMM225-3 Human Services Communication
ED 213-3 Infant Toddler Care
ED 247-4 Teaching Methods IV in ECE
ED 285-3 Building Partnerships in Early Childhood Settings
ED 288-3 Quality Assurance in Early Childhood Settings
ED 289-12 Field Practice IV
ED 290-2 Integrated Seminar IV

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Healthy Foundations in ECE (ED 124) (3 credits)

This course addresses the interrelatedness of children's health, safety, nutrition and the dimensions of wellness. Students will explore Occupational Health and Safety standards and professional roles related to child abuse and domestic violence issues with a focus on reporting procedures and working with families.

Teaching Methods I in ECE (ED 130) (4 credits)

This course introduces the student to both theoretical and practical techniques of creating an inclusive, nurturing early learning environment. A collaborative approach of educating children in a variety of settings which utilize developmentally appropriate practices is emphasized.

Creative Expression (ED 134) (2 credits)

This course helps students learn to support children using poetry, music and dance as they respond to the world around them. This course is designed to help students develop a creative approach to music and to introduce skills that will help them encourage each child to discover new ways of expressing themselves through music, movement, creative visual arts and language.

Introduction to Early Childhood Education (ED 135) (3 credits)

Students will gain a general understanding about the Early Childhood Education field, including relevant theories and history. The roles and responsibilities needed to work with young children will be examined. Students will be introduced to the professional standards and practices that are required for working in a variety of early learning settings.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, consciousness, sensation, and perception, 2) learning and memory, 3) intelligence, thought, and creativity, 4) motivation. Psychological concepts will be studied with a view towards how they can be applied to enhance the student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Semester 2

Teaching Methods II in ECE (ED 131) (4 credits)

This course is a continuation of Teaching Methods I. It expands on the role of the teacher as mediator between the child and the learning environment. The student will explore the teacher's role in facilitating children's learning and in meeting their developmental needs through positive teaching behaviours and facilitative techniques.

Language and Literacy (ED 132) (3 credits)

This course will involve examining the research which identifies how critical the early years of a child's life are for developing literacy skills. Students will develop an understanding of the inter-relatedness of oral language, reading and writing and develop teaching strategies to help facilitate this growth. This will include exploring the components of setting up an effective literacy environment and how to facilitate quality early literacy experiences.

Field Practice II (ED 136) (9 credits)

This course assists students in the further development of knowledge and skills acquired in-class. Students will build responsive relationships with children, families and other professionals. Students are expected to maintain standards of professional conduct and become familiar with early learning environments including physical space, routine and schedule.

Competencies in observation and interpretation of children's behavior are focal points of this practical experience. Students work with families and children (birth to six years) in licensed childcare settings or kindergarten programs.

Integrated Seminar II (ED 137) (2 credits)

This course is designed to support and reinforce ECE students' learning during their field placements. Students explore the importance of the professional role in a childcare setting and building relationships with colleagues and families. Opportunities are provided to discuss, problem-solve and reflect on their work in becoming responsive caregivers. Assigned observations and placement activities will form a basis of discussion in this integrative seminar.

Child and Adolescent Development Part I (HSC104) (3 credits)

This course will provide an intensive study of the cognitive, physical, social, emotional and language development of the child from conception to early childhood. Child developmental psychology concepts, theories and research will be examined. The application of theory and research to childhood experiences will be discussed. This course emphasizes a holistic view of the child.

Semester 3

Teaching Methods III (ED 223) (4 credits)

Building on concepts learned in Teaching Methods II, this course focuses on fostering children's understanding of the world through inquiry-based learning. Students will gain teaching strategies to develop play environments and to guide child-initiated and adult-supported experiences that will enhance and deepen learning in indoor, outdoor and beyond spaces. Students also explore fundamental math and science concepts and demonstrate their ability to plan learning experiences that foster learning associated with these subjects for children ages 0-12.

School Age Child Care and Programming (ED 270) (3 credits)

Students will learn how to identify and meet the needs of school-age children. Students will recognize the

importance of a wide range of experiences and activities for children in this age group and will learn how to capitalize on their interests and abilities.

Early Learning in Inclusive Settings (ED 274) (3 credits)

This course is designed to help students understand developmental variances, related factors, and the educator's role in planning for individual needs, while supporting the entire group in an inclusive environment. There is an emphasis on supporting individual development and needs with a team approach, including active family involvement to support the children.

Field Practice III (ED 286) (9 credits)

Students will have the opportunity to plan and implement learning activities appropriate for all children's ages, stages of development, and interests, and explore an inquiry-based approach. Students will develop competencies in inquiry-based programming and planning learning activities to promote foundational math and science skills as focal points of this practical experience.

Integrated Seminar III (ED 287) (2 credits)

Students share and discuss ideas, questions, and concerns related to ED 286 Field Practice III. Field practice experiences and assignments will form a basis for discussion. As a result, students will be prepared for planning and implementing activities for children's learning, as well as for facilitating math and science experiences and practicing an inquiry-based approach.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Infant Toddler Care (ED 213) (3 credits)

This course provides an introduction to the area of infant and toddler care. The young child's developmental changes during the infant and the toddler periods are significant. Infants and toddlers are seen as individuals with strengths and needs which are to be interpreted and responded to by the sensitive caregiver. The synchronicity of this relationship is emphasized. Consequently, the student will develop an appreciation of the importance of ensuring quality care giving and of the need for a good learning environment in both the home and group care settings.

Teaching Methods IV in ECE (ED 247) (4 credits)

This course builds on concepts learned in Teaching Methods III. It will involve examining various aspects of curriculum planning and evaluation, both for groups and individuals, which will lead into implementation.

Students will learn to articulate the pedagogical process of co-creating the environment to support children's exploration, investigation, and learning. Discussions on personal philosophy, program statements and common early childhood education approaches will take place to support and inform the curriculum development process.

Building Partnerships in Early Childhood Settings (ED 285) (3 credits)

Developing partnerships with families is an integral part of the 'family-centered' approach in early childhood education. This course studies various aspects of this developmentally appropriate practice by examining specific strategies for building effective partnerships such as: positive communication practices, supporting family involvement, and exploring ways to respond to the changing face of Canadian families. The increasing role of the educator within the community will also be examined.

Quality Assurance in Early Childhood Settings (ED 288) (3 credits)

An examination of current issues, social and governmental policies, advocacy, professional standards and the administrator's role will provide students with an understanding of the importance of quality in Early Childhood settings. Throughout this exploration, students will be challenged to develop their own philosophy of early childhood education by gaining an insight into the relationship between quality and the evolution of early childhood education.

Field Practice IV (ED 289) (12 credits)

This final field practice course encourages students to develop further strategies for enhancing children's developmental abilities through the planning and implementation of individual and group experiences. Additional responsibilities provide the student with the opportunity to refine and demonstrate the competencies required of Early Childhood Educators. A minimum of 550 field practice hours is required for graduation. This is consistent with provincial standard outlining what is required to become a Registered Early Childhood Educator.

Integrated Seminar IV (ED 290) (2 credits)

This weekly seminar gives students the opportunity to share ideas and theoretical concerns relative to field practice. Activities completed during field placement will form a basis for discussion. As a result, the student will be better prepared for planning for children's learning and for guiding children's behaviour.

Ontario College Diploma (2 Years - 4 Semesters) (1340)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The first intake of this program will begin in September 2026.

Be equipped with the knowledge and skills to effectively and safely support students with a wide range of exceptionalities.

The Educational Support diploma program will prepare you to develop and implement strategies aimed at promoting and supporting positive school climates that contribute to safe, caring, and secure educational settings. You will have knowledge of best principles and practices in educational support and will be able to collaborate effectively with members of the school community to support all learners.

Start the path to your in-demand career as an Educational Assistant (EA) supporting educational experiences of children and youth.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD) or equivalent, mature student status, and completion of Grade 12 English (C) ENG4C.

CAREER PATHS

The Sault College Educational Support program can provide students with transfer credit when entering a number of existing or in progress Sault College programs (or students of existing programs can complete Educational Support in a reduced amount of time). Students can receive transfer credit to or from: Sault College's Early Childhood Education and Social Service Worker programs.

Tentative Fees - First Year of Study

Full-time domestic and international tuition and ancillary fees for the September 2026 intake:

- Domestic - Tuition - \$2,648.20*
- Domestic - Ancillary - \$1,250*
- International - Tuition - \$15,120.30*
- International - Ancillary - \$1,900*

*These fees are for one year of study (2 semesters) in Program 1340 beginning in the Fall of 2026 for the 2026-2027 academic year and are subject to change. Fees will be adjusted in February 2026.

CLINICAL/LAB OR FIELD PLACEMENTS

Field Placement Requirements coming soon.

OTHER INFORMATION

Academic Assistant: Sydney Sachro, sydney.sachro@saultcollege.ca

Academic Assistant: Melanie SancheHirst, melanie.sanchehirst@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
ECE112-3 Well-Being and Ethics of Care
EDS100-4 Introduction to Exceptionalities
EDS101-3 Foundations of Education & Learning
PSY120-3 Lifespan Development
SSC110-3 Introduction to Indigenous Canada
GEN100-3 Global Citizenship

SEMESTER 2

EDS102-3 Positive Approaches to Challenges of Care
EDS103-4 Assistive Technology & Daily Living Aids
EDS104-3 Person Centered Planning & Advocacy
EDS105-4 Deeper Understanding of Exceptionalities
NET152-3 Traditional Ecological Knowledge

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 3

CMM225-3 Human Services Communication
CYC304-3 Working with Diverse Populations
EDS106-3 Self Regulation & Well-Being
EDS107-3 Legislation, Regulations & Documentation
EDS108-4 Personal Care & Basic Pharmacology
EDS109-4 Advanced Educational Support Strategies

SEMESTER 4

EDS110-10 Field Placement - Educational Support
EDS120-2 Field Placement Seminar - Educational Support

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Well-Being and Ethics of Care (ECE112) (3 credits)

This course will address the interrelationship of health, safety, and nutrition for children. Students will examine current legislation, agency policies, and evidence-informed practices to develop and maintain health, safety, and nutrition practices that emphasize preventing and recognizing illness and injury to individuals and groups of children in early learning and care settings. Students will discuss the importance of self-care and its relationship to their health and well-being as an educator.

Introduction to Exceptionalities (EDS100) (4 credits)

Course Description Coming Soon!

Foundations of Education & Learning (EDS101) (3 credits)

Course Description Coming Soon!

Lifespan Development (PSY120) (3 credits)

Developmental psychology is the study of the processes that shape human development. Development includes the systematic changes and continuities that occur in people from conception to death. The goals of studying lifespan development are description, explanation and optimization of human development. In this course, the interrelationship of psychological, cognitive and psychosocial development will help inform understanding of the whole being. Nature-Nurture, one of the central issues in the study of development, helps one to understand the interaction between cultural, social and historical impacts and biological maturation. This major issue will be highlighted throughout the course as a reference point for the holistic understanding of human development. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Positive Approaches to Challenges of Care (EDS102) (3 credits)

Course Description Coming Soon!

Assistive Technology & Daily Living Aids (EDS103) (4 credits)

Course Description Coming Soon!

Person Centered Planning & Advocacy (EDS104) (3 credits)

Course Description Coming Soon!

Deeper Understanding of Exceptionalities (EDS105) (4 credits)

Course Description Coming Soon!

Traditional Ecological Knowledge (NET152) (3 credits)

Indigenous peoples of Canada have various dynamic and diverse cultures that reflect a tightly-woven connection between the environment and identity, lifestyles and values. Traditional Ecological Knowledge, TEK, results from thousands of years of intimate knowledge of the environment shared by generations of Indigenous peoples around the world. Students will explore TEK through traditional stories from regions across the country, recognizing that TEK is specific to local ecosystems, and be exposed to a holistic framework to respectfully understand Indigenous knowledge systems. Various Canadian Indigenous cultures and pre and post contact histories will create connections between the environment and human values to better understand historical and current issues. This course meets the General Education Theme #3, Social and Cultural Understanding.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Human Services Communication (CMM225) (3 credits)

This course prepares students for the extensive communication requirements of employment in the human service professions. Emphasis is placed on producing objective, accurate documents such as memos, letters, resumes, and reports, and on developing oral presentation skills, suited to the purposes and audiences of the human services. Key components of this course include document design and various forms of research.

Working with Diverse Populations (CYC304) (3 credits)

This course focuses on the student's ability to understand and respond effectively to multicultural and cross-cultural issues, and issues of diversity and human rights as pertinent to the work of a Child & Youth Care Practitioner. There will be particular emphasis on self-awareness and skill development in planning and implementing therapeutic approaches for building bridges and resolving conflicts within the context of a diverse and multicultural society.

Self Regulation & Well-Being (EDS106) (3 credits)

Course Description Coming Soon!

Legislation, Regulations & Documentation (EDS107) (3 credits)

Course Description Coming Soon!

Personal Care & Basic Pharmacology (EDS108) (4 credits)

Course Description Coming Soon!

Advanced Educational Support Strategies (EDS109) (4 credits)

Course Description Coming Soon!

Semester 4

Field Placement - Educational Support (EDS110) (10 credits)

Course Description Coming Soon!

Field Placement Seminar - Educational Support (EDS120) (2 credits)

Course Description Coming Soon!

Social Service Worker

Section B.61
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1203)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

We know you'll make a difference as a Social Service Worker! Yeah, we're *that* confident. The Social Service Worker program will provide you with the knowledge and skills you'll need to support and empower individuals, families, groups and communities! Become a part of a profession that creates social justice and change!

Learn how to incite real change with diverse individuals and families by building collaborative, culturally safe and strengths-based relationships! Gain an understanding of social problems such as family violence, addictions, mental health and poverty! You will learn tools to create compassionate solutions from an anti-oppressive and trauma-informed practice approach.

This two-year program is about jump-starting your career as a Social Service Worker with the skills and knowledge to make an impact. Gain real-world experience with over 400 hours of field placements, allowing you to apply classroom learning in a community-based environment.

As a graduate of the Sault College Social Service Worker program, you'll meet the requirements for registration to become a regulated professional Social Service Worker with the Ontario College of Social Workers & Social Service Workers (OCSWSSW)

Making a difference is your passion. You will find it here.

PROGRAM OUTCOMES

A graduate of the Social Service Worker Program at Sault College will reliably demonstrate the ability to:

1. develop respectful and collaborative professional and interpersonal relationships that adhere to professional, legal, and ethical standards aligned to social service work.
2. record information accurately and communicate effectively in written, digital, verbal and non-verbal ways, in adherence to privacy and freedom of information legislation, in accordance with professional and workplace standards.
3. integrate a practice framework within a service delivery continuum, addressing the needs of individuals, families and communities at micro, mezzo, macro and global levels, and work with them in achieving their goals.
4. plan and implement accessible and responsive programs and services, recognizing the diverse needs and experiences of individuals, groups, families and communities, and meeting these needs.
5. examine current social policy, relevant legislation, and political, social, historical, and/or economic systems and their impacts for individuals and communities when delivering services to the user/client.
6. develop strategies and approaches that support individual clients, groups, families and communities in building the capacity for self-advocacy, while affirming their dignity and self-worth.
7. work from an anti-oppressive, strengths-based practice, recognizing the capacity for resilience and

growth of individuals and communities when responding to the diverse needs of marginalized or vulnerable populations to act as allies and advocates.

8. develop strategies and approaches to implement and maintain holistic self-care as a member of a human service profession.

9. work with individuals, groups, families and their communities to ensure that service provider strategies promote social and economic justice, and challenge patterns of oppression, discrimination and harassment, and sexual violence with clients, coworkers and communities.

10. develop the capacity to work with the Indigenous individual, families, groups and communities while respecting their inherent rights to self-determine, and to identify and address systemic barriers that produce ill-effects, developing appropriate responses using approaches such as trauma informed care practice.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. You are encouraged to look at the High School Program Pathway Chart available online in the Program Overview for recommended courses that will help you be more prepared for the SSW program. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

Social Service Work is a challenging profession that requires the ability to relate to others in a respectful and non-judgmental manner. Your success in the program will be promoted by professional communication skills (verbal and written), and a belief in social justice and social change. Given your work with diverse and vulnerable people, you will be best suited for the profession if you are emotionally and socially skilled and prepared to develop meaningful relationships with others. The ability to work both independently and within a team environment is critical. We suggest that you visit or meet with a Social Service Worker to learn more about the profession.

CAREER PATHS

Within the province of Ontario, Social Service Work is a regulated profession. Upon your successful graduation from the program, you will receive a Social Service Worker diploma, and be eligible for registration with the Ontario College of Social Workers and Social Service Workers (OCSWSSW).

Social Service Workers are employed in community-based organizations, social service agencies, educational, health and corrections settings. Past graduates have been employed with developmental services, educational settings, social services, income security programs, mental health, addictions and concurrent disorder programs, long term care facilities, and others.

We recommend you consider obtaining your driver's licence early on in the program as it's a requirement for many potential future employers in the social service work field.

SSW graduates are well prepared to apply the generic Social Service Work skills learned to the job market,

responding to the unique mandate of each organization. For further information on the profession and potential employment opportunities, visit the OCSWSSW website at www.ocswssw.org.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

In the second year of the SSW program, students complete a field placement component (typically 14 hours per week in the fall semester and 21 hours per week in the winter semester).

Eligibility for the field placement component involves submitting several placement requirements. Placement requirements will be presented during an information session at the beginning of the second semester in a Fieldwork Preparation course. Students must submit **all** the requirements before the established deadline. If the appropriate documentation is not received by the SSW program deadline, students will not be registered in the subsequent fieldwork component of the program.

There are several workplace related safety certificates and professional training opportunities that students must complete in the fieldwork preparation course, which are available free of charge. Some requirements that have additional costs and time commitments are noted below. All costs associated with these requirements are the responsibility of the student.

- Standard First Aid and CPR - Level C
- Police Record Check - Vulnerable Sector Check

This is required by students as you will be participating in a placement during which you may have unsupervised access to vulnerable persons.

It is important to review the Criminal Record Check Policy as a prospective applicant: **Criminal Record Check Policy**

- Immunization record

As it can take time to obtain a copy of your immunization record, it is suggested to begin this work in advance.

EDUCATIONAL PATHS

2+ 2 Diploma to Degree:

Graduates of our SSW Program who achieve a minimum of 3.30 overall grade point average (GPA) are eligible to pursue their Bachelor of Social Work Degree through established Exceptional Agreement with Algoma University! You can get both your diploma and degree in four years!

Social Service Worker graduates can pursue further education through a variety of pathways. University education can be pursued at Algoma University and other select Ontario universities through established

articulation agreements. Graduates have pursued degrees in Social Work, Psychology, Sociology, Community Development, and other areas. For further information on the options, visit the Algoma University website at www.algomau.ca.

University of Windsor also offers a block transfer with an overall B average into their Honours BA in Disability Studies program. For further information, see the University of Windsor website, or contact Shelagh Towson at towson@uwindsor.ca.

SSW graduates can also earn a three-year Child and Youth Care diploma in only two years. This dual diploma option is available using a predetermined educational map that provides you with advanced standing. For further information, contact the CYC or SSW coordinators and refer to the laddering options section.

OTHER INFORMATION

Program College Contact: Nicole Falldien, nicole.falldien@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
SSC110-3 Introduction to Indigenous Canada
SSW101-3 Introduction to SSW Helping Skills
SSW102-3 Introduction to Concurrent Disorders
SSW125-3 Introduction to Social Service Work Theory and Practice
SSW126-3 Introduction to Trauma Informed Care
GEN100-3 Global Citizenship

SEMESTER 2

CMM235-3 S.S.W. Documentation and Record Keeping
SSW207-3 SSW Community Resources & Fieldwork Preparation
SSW212-3 SSW Group Practice Skills
SSW221-3 Ethics and Professionalism
SSW227-3 SSW Essential Practice Skills
PSY120-3 Lifespan Development

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

SSW301-2 Seminar for Social Service Work
SSW303-3 Social Service Work Practice with Families
SSW305-3 Social Welfare Policy and Practice
SSW306-3 Human Behaviour and Social Environment
SSW307-7 Fieldwork for Social Service Work

SEMESTER 4

SSW401-2 Seminar II for Social Service Work
SSW403-3 Trauma Informed Crisis Intervention
SSW405-11 Fieldwork II for Social Service Work
SSW407-3 SSW Community Capacity Building

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Introduction to SSW Helping Skills (SSW101) (3 credits)

This course is an introduction to theory and skills related to communication, the helping relationship and the helping process for SSW practice. Students explore and apply evidence-based interpersonal communication skills within helping relationships. Students will learn and apply the use of active and reflective listening skills, empathy, and non-verbal and verbal communication skills that promote respectful and genuine professional helping relationships with diverse people. Students are invited to engage in self-reflection to explore their own values, beliefs and behaviours that impact on the development of helping skills.

Introduction to Concurrent Disorders (SSW102) (3 credits)

This course introduces students to the mental health and substance use fields of SSW practice. Students will demonstrate an understanding of the interplay between mental health, substance use/abuse and trauma. Students will be able to identify signs and symptoms of common concurrent disorders and their impact on individuals, families and communities. Students will learn strengths and recovery oriented approaches along with further knowledge of community resources and relevant legislation.

Introduction to Social Service Work Theory and Practice (SSW125) (3 credits)

This course introduces students to foundational social work knowledge and theories that guide the SSW profession. Students are introduced to the history, values, roles, SSW scope of practice, fields of practice and theories that inform social service work. Attention is given to ecological, anti-oppressive, indigenous and empowerment perspectives that guide our understanding with individuals, families, groups, and communities.

Introduction to Trauma Informed Care (SSW126) (3 credits)

In SSW practice, it is not uncommon that trauma and the impacts of trauma are present in the lives of those that SSW's support. Social Service Work practice involves working marginalized individuals, families, groups, and communities within a variety of organizational and community contexts. This course will introduce the student to the impacts of trauma on individuals, families, and communities and how to intervene with a trauma informed care approach. This course will lay the foundation of trauma informed care and prepare the student to apply and expand on this knowledge in subsequent courses.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

S.S.W. Documentation and Record Keeping (CMM235) (3 credits)

Record keeping is essential to social service work practice, and reflects professional values and legal and ethical obligations. Documentation supports professional observations, assessment and intervention strategies, and promotes integrated care and delivery of services that address client goals. In this course, students critically approach client interactions and produce documentation that is objective, culturally safe, and client centred. Emphasis is placed on research and applied writing skills reflective of the SSW profession, workplace practices, and legal frameworks relevant to Ontario. Through documentation, students further develop their professional skills and competence in strengths-based, anti-oppressive practice.

SSW Community Resources & Fieldwork Preparation (SSW207) (3 credits)

This course is designed to prepare students for the roles and responsibilities of social service workers across diverse settings. Students will examine the nature of the human services field and organizations within the current economic, social, and political reality. The course explores the broad range of community resources accessed by individuals and families in Sault Ste. Marie and the District of Algoma (as applicable/relevant). Students will learn effective approaches to locating social service organizations, and learn about their mission, services and referral processes. Finally, as a field preparation course, students will engage in personal and professional reflections to demonstrate their readiness for second year studies and community based experiences.

SSW Group Practice Skills (SSW212) (3 credits)

Group work is an essential practice modality of social service work. Students will integrate and apply theoretical and practice models of group work required for professional practice. The course will emphasize experiential learning and skill development in group facilitation, leadership and ability to prepare, plan and implement appropriate group interventions that respect client needs, strengths and goals.

Ethics and Professionalism (SSW221) (3 credits)

This course will introduce students to ethical decision-making approaches, practice standards and professional values and ethics within the social service work profession. Students will gain knowledge of the legislative framework governing social service work and the social service worker role and scope of practice. The Ontario College of Social Workers and Social Service Worker (OCSWSSW) Code of Ethics and Standards of Practice and the implications for professional responsibility and accountability will be taught.

Common ethical standards and dilemmas will be studied to assist students to develop professional judgment and critical thinking skills necessary in SSW practice. Ethical decision making models will be used to apply student learning. Knowledge of reflective practice tools to assist students to build self-awareness and professional self-care as core ethical components of care are emphasized.

SSW Essential Practice Skills (SSW227) (3 credits)

Through participation in case studies, and practice demonstrations/case simulations, students will build knowledge and skills in evidence-based engagement, screening, assessment and goal planning approaches that are person-centered and culturally safe. Students will explore divergent practice approaches with a particular emphasis on strengths-based perspectives. Students will develop collaborative skills to engage clients to identify needs/risks and strengths/protective factors that support client hopes in their change process/healing/recovery. Within the SSW scope of practice, students will gain intervention skills that adapt to a variety of practice settings with a particular emphasis on concurrent disorders in youth, adults and older adults and families. Students can expect a strong emphasis in reflective practice, self-awareness and application of case management concepts. Active participation in simulations/case studies and in class assigned work is expected.

Lifespan Development (PSY120) (3 credits)

Developmental psychology is the study of the processes that shape human development. Development includes the systematic changes and continuities that occur in people from conception to death. The goals of studying lifespan development are description, explanation and optimization of human development. In this course, the interrelationship of psychological, cognitive and psychosocial development will help inform understanding of the whole being. Nature-Nurture, one of the central issues in the study of development, helps one to understand the interaction between cultural, social and historical impacts and biological maturation. This major issue will be highlighted throughout the course as a reference point for the holistic understanding of human development. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Seminar for Social Service Work (SSW301) (2 credits)

This course is designed as a co-requisite to Fieldwork and is intended to support student learning and professional growth within their placement setting. The course is designed to assist the student's development of professional self and understanding of the role of SSWs within the human services field. Examination of SSW micro, mezzo and macro level skills are promoted through active participation and group discussion. Evidence of integration of social service knowledge, theory, and skills are expected. Active participation in discussions with faculty and peers are also expected.

Social Service Work Practice with Families (SSW303) (3 credits)

Currently and historically, the social work profession has been instrumental in providing support and interventions to families in need. This course will provide students the necessary knowledge and skills to assess and intervene with diverse families in the community. Specifically, the course will promote students' ability to foster family resilience through a variety of best practice interventions.

Social Welfare Policy and Practice (SSW305) (3 credits)

This course introduces social policy and social welfare in Canada. Social service workers are involved directly in the provision of services impacted or under social policies or legislation. Students will examine the history of social welfare, the development and implications of social policies and the profession of social service work practice in various fields. Students examine their own values relative to current social policies and practices. Using an anti-oppressive lens, students will critically analyze social welfare and social policies with diverse populations.

Human Behaviour and Social Environment (SSW306) (3 credits)

This course is designed to provide students knowledge of human behaviour and social environment through diverse theoretical lens. Through an Anti-oppressive perspective and a variety of social work theories, students will apply their understanding of the person in environment considering the impacts of race gender, orientation, age, and socio-cultural influences. The promotion of social and economic justice is examined in relation to the interaction of societal, biological, political, economic, historical, cultural, and psychosocial variables.

Fieldwork for Social Service Work (SSW307) (7 credits)

This course facilitates student participation in placement practicum for the Social Service Worker Program. Students will be placed in a community setting where, under supervision, they will carry out social service work duties as defined by them, their supervisor, and the program faculty. The goal of SSW fieldwork is to provide students the opportunity to integrate and apply the knowledge, skills and values needed to carry out the role of social service worker. Students are provided with feedback, supervision and mentoring from their field supervisor, and program faculty. The fieldwork experience provides students opportunity to learn about the mandate, philosophy, services/programs, strengths, and challenges experienced by community/social services organizations. In addition, students learn to become part of an interdisciplinary team and learn to meet the needs of individuals, families, communities and/or issues serviced by the organization.

Semester 4

Seminar II for Social Service Work (SSW401) (2 credits)

This course is designed as a co-requisite to Fieldwork. The seminar course is intended to support and enhance the students learning and growth within their placement setting. Within an atmosphere of trust and respect, students will have the opportunity to share experiences, resources, strengths and challenges. Toward this end, students will be required to share their experiences from their placement setting. Entry level SSW professional/academic knowledge will be reviewed to assist in application in human service field. Demonstrated evidence of integration of vocational outcomes is expected as students prepare for entry level Social Service Worker positions. As the class is structured as a seminar, students are expected to participate fully in all class activities. Emphasis on how each student contributes to their own, and others learning, is integrated throughout the seminar.

Trauma Informed Crisis Intervention (SSW403) (3 credits)

The course is designed for Social Service Worker Students to increase knowledge and skills for crisis intervention practice with individuals, families, groups and communities. Students will study evidence-based applications of theory to practice with identified at-risk populations. Recent research supports a resiliency based approach to promote crisis resolution particularly in a multi-cultural society. Application, analyses and discussion will center on crisis intervention as it applies to social work practice.

Fieldwork II for Social Service Work (SSW405) (11 credits)

Building upon accumulated academic and community experiences, students engage actively

within a community/fieldwork setting to prepare and demonstrate entry level SSW professional and employment skills. The student will build their competencies in performing duties as defined by their own professional goals/learning contract, agency supervisor, and the program faculty. Students will demonstrate knowledge and skills related to the SSW practice (micro, mezzo, macro levels) and integrate various theoretical and applied approaches that support the values and ethics of the profession.

SSW Community Capacity Building (SSW407) (3 credits)

This course introduces students to community development and community capacity building as foundational approaches to social service work. Using a strengths-based and anti-oppressive framework, students will critically examine models of community development, asset-based community engagement, and participatory approaches that challenge traditional deficit-focused practices. Emphasis will be placed on building collaborative relationships, mobilizing resources, and advocating for systemic change in diverse community settings. Through participation in community needs assessments, proposals, and simulated grant/funding applications, students will develop practical skills in facilitation, community mapping, partnership development, and project planning. The course prepares students to work effectively with marginalized populations, including Indigenous communities, newcomers, youth, and individuals experiencing poverty or homelessness.

Addictions and Mental Health Studies

Section B.62
2025-07-02

Certificate (3056)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online certificate is designed for professionals working in healthcare, education, or social and community services fields who are currently working with, or would like to work with, populations affected by addictions and mental illness.

The program may also be of interest to individuals who want to broaden their understanding of addictions and mental health for personal reasons. This program will explore the complexities of mental illness, the link to addictions, and the needs of a diverse population. Learners will gain the relevant knowledge and practical skills needed to effectively work with populations who may have mental health and addictions issues.

PROGRAM OUTCOMES

Graduates of this program will be able to:

1. Describe the fundamental theories and premises associated with approaches to explaining human development.
2. Identify the contributing factors that influence addictions and mental health issues.
3. Differentiate between mental health, mental illness, and mental disorders.
4. Identify the contributing factors that influence addictions and mental health issues.
5. Identify the signs and symptoms exhibited by persons dealing with various addictions or mental health issues.
6. Identify addiction issues in relation to specific target populations.
7. Distinguish between substance use, substance misuse, and dependency.
8. Explain the pharmacological effects and behavioural manifestations of substance abuse.
9. Analyze the concepts of stigma, resilience, recovery and quality of life in order to determine how they shape socio-political perspectives related to mental health and wellness in Canada.
10. Discuss current and future strategies regarding mental illness and addiction and its potential influences on Canadian society.
11. List the various treatment options and community programs available for people facing issues related to addictions or mental health.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older.
Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

The program is directed to those who have related experience in the fields of mental health and addictions, which may include positions in community services (e.g. social workers, child and youth workers, police officers), education (e.g. educational support workers, educational assistants, teachers), and health (e.g. occupational therapist assistants, physiotherapist assistants, personal support workers, and nurses).

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Addictions and Mental Health Studies certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1235-3 Addictions and Mental Health
OEL1266-3 Mental Health and Society
OEL1273-3 Human Development
OEL1400-3 Introduction to Counselling
OEL8001-2 Positive Perspectives: Methods and Strategies
Electives:

Learners must complete two electives of their choosing from the list below:

- OEL8009 - Opioid Use, Misuse and Dependency
- OEL1399 - Counselling Gender and Diversity
- OEL1276 - Chemical Dependency and Substance Use and Abuse
- OEL1278 - Victim Assistance Services
- OEL1279 - Motivational Interviewing and Change Theory Practice
- OEL1280 - Family Counseling in Addictions
- OEL1281 - Group Counseling for Addictions and Mental Health Practitioners

Course Descriptions

Semester 1

Addictions and Mental Health (OEL1235) (3 credits)

Issues relating to addictions and mental health are highly prevalent in Canadian society. One in five Canadians will experience a mental illness in their lifetimes. The remaining four will have a friend, family member or colleague who will experience mental illness or addiction. One in ten Canadians aged fifteen years and older report symptoms consistent with alcohol or illicit drug dependence. About 20% of people with a mental disorder have a co-occurring substance use problem. As first responders, it is critical to possess knowledge, understanding and empathy about these topics. This course will address issues relating to the development of addictions, effects, signs and symptoms and response, as well as seeking to provide a greater understanding to the differences between mental health, mental illness and mental disorders. Finally, the course will familiarize students with concurrent disorders, a term used when a person has both a substance related disorder and a mental health disorder.

Mental Health and Society (OEL1266) (3 credits)

This course focuses on a multi-disciplinary examination of how mental health and addiction are viewed by society and how these perceptions influence society's response to the practical and socio-political aspects of mental illness. Examine personal attitudes, societal myths, and stereotypes related to mental illness and addiction. Students will be challenged to critically reflect upon how their personal orientations and resulting behaviours about mental illness, addiction, and wellness impact their cultural, societal, and political beliefs. Critically examine mental illness and addiction as a social construct and contrast and compare assumptions of agency, normalcy, treatment, and recovery. Learn firsthand from those with mental illness, evaluate the effects of mental illness in special populations, including Indigenous people and the elderly, and apply their learning through health simulation activities.

Human Development (OEL1273) (3 credits)

This course is designed to provide the student with some of the practical knowledge necessary for a career in Human Services. Students will gain a greater understanding of human development across the life span by exploring the physical, cognitive and socio-emotional stages of development. As well, students will be provided with a foundation in the theoretical perspectives of Piaget, Skinner, Maslow, Keene, Erickson and Kolhberg. Students will explore the relationship between theories of human development and approaches to addiction treatment.

Introduction to Counselling (OEL1400) (3 credits)

Students will study theoretical concepts and practical skills necessary to assist clients in recognizing concerns or issues and working toward desired outcomes. Students will be introduced to the theoretical foundations of various models of counselling and develop active listening skills. A key focus is assisting clients to identify and highlight their strengths by finding positive outcomes that are related to their concerns or issues. Learning to facilitate client self-empowerment and development will be done by acquiring additional skills through the effective use of queries, observation, self-reflection and a comprehensive understanding of a client's behaviour and communication style. Students will also examine information and assistances concerning crisis, grief and bereavement. Learning outcomes will be achieved through the use of lecture, discussion, experiential exercises and presentation of audio and visual resources.

Positive Perspectives: Methods and Strategies (OEL8001) (2 credits)

As best practices in health, education and community services increasingly adopt strength-based approaches to client care, self-care and social development, there is a growing need for professional qualifications in applying positive perspectives. This multidisciplinary course focuses on methods and strategies that help individuals identify strengths, enhance resilience, uncover sources of enjoyment and pleasure, and increase life satisfaction through evidence-based practices. The emphasis is on wellness rather than pathology. Course materials will be drawn primarily from the field of Positive Psychology but will also include explorations of relational practice, strength-based approaches in helping, leadership/coaching skills and solution-focused strategies drawn from a range of professional disciplines.

Certificate (Part-time Distance Education) (1211)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Adult Educator certificate is designed to enhance the knowledge and skills of those engaged in delivering training to adults in the business, industry, service and education sectors.

This is a part-time program that is offered online via the internet, while the final course (ED 248) is offered via independent study and can be started at any time. Online courses begin every January, May and September. Some online courses begin each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

ACADEMIC RECOMMENDATIONS

It is recommended that participants entering this program have at least three years work experience in business, industry or government.

CAREER PATHS

Graduates of the program are qualified to train adults in a business, industry, service or education sectors of the community.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

ED 248-3 Application of Teaching Techniques

OEL191-3 Instructional Techniques

OEL697-3 Curriculum Development

OEL718-3 Adults with Learning Disabilities

OEL719-3 Assessment and Evaluation

OEL720-3 Adult Learning

Course Descriptions

Semester 1

Application of Teaching Techniques (ED 248) (3 credits)

This course will allow participants to demonstrate teachings strategies and their own teaching skills. Evaluation will be a combination of instructor, peer and self-evaluation.

Instructional Techniques (OEL191) (3 credits)

In today's complex learning environment, the most successful instructors/trainers demonstrate instructional strategies that both respect and challenge adult learners. Through lectures, discussion (synchronous and asynchronous) and various assignments, you will explore a wide variety of instructional techniques including: lecture, group discussion, demonstration, icebreakers, case study, brainstorming, debate, fishbowl, collage, role-play, panel discussions and skits. Factors affecting the selection of techniques will also be addressed. Participants will demonstrate their mastery of instructional techniques through the design and online delivery of a lesson. Some of the most common instructional strategies include co-operative learning, problem-based learning, active learning, classroom management issues and the use of media and resources.

Curriculum Development (OEL697) (3 credits)

This course will help you attain the skills and knowledge to develop a systematic approach to curriculum development. The approach will be based on a training/education model that includes needs assessment, learning outcomes and program design. You will also learn how to choose instructional techniques and develop a marking system to evaluate participant success.

Adults with Learning Disabilities (OEL718) (3 credits)

This course will help you gain insight into the abilities, needs and issues of adults with learning disabilities in an educational or training setting, and society as a whole. You will gain general knowledge and awareness of the various exceptionalities with a primary focus on understanding adults with learning disabilities. Strategies and skills are explored so that educators/trainers can provide appropriate modifications and accommodations to course content, delivery and evaluation, to ensure that all learners have an opportunity to be successful.

Assessment and Evaluation (OEL719) (3 credits)

You will gain an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be utilized in order to understand and meet the needs of learners and stakeholders. Learners will be encouraged to evaluate your own practice as a teacher or trainer in their environment.

Adult Learning (OEL720) (3 credits)

Within the Adult Learning course students are provided practical insight on key adult learning theories. Students examine the characteristics of adult learners that affect learning, explore the emotional, cognitive, social and physical aspects of learning, study a variety of learning cycles, and identify their own preferred learning style. Finally, this course introduces strategies and models of facilitation to accommodate the variety of ways in which adults prefer to learn. Adult Learning is the foundation of the Teaching and Training Certificate Program and must be taken first.

PROGRAM OVERVIEW

Business Applications can be completed entirely online through OntarioLearn and is intended to develop a high level of competence with office technology and an introduction to office administration.

Individuals who have experience with office technology and administration but would like to upgrade their skills to a higher level will benefit from this program. Individuals that have limited experience in an office setting but want to seek training that will prepare them for this environment will also benefit.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

OSSD or mature student status.

It is highly recommended that students be familiar with how to operate a computer and have the ability to use Microsoft Office software (Access, Excel and Word) at a basic level.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Office Assistant, Academic Assistant, Clerical, Customer Service.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1173-3 Excel Expert

OEL1372-3 Access 2016 Core

OEL1410-3 Word - Expert

OEL384-3 Building and Maintaining Customer Relationships

OEL620-3 Business Writing Strategies

Electives:

Choose one elective:

OEL1024 - Accounting Basics I

OEL1221 - Office Technology and Procedures

OEL1405 - Introduction to Project Management

Course Descriptions

Semester 1

Excel Expert (OEL1173) (3 credits)

This course is designed to teach advanced topics of MS Excel by building upon the topics covered in the course COMP8166 (Excel Core). Students will learn how to create and analyze spreadsheets using PivotTables and PivotCharts, and Excel's What-If analysis tools. Students also learn many of Excel's advanced functions, including logical and conditional, financial, date and time, and database functions and also how to create their own custom functions. In addition, students learn how to protect and share their workbooks. This course helps prepare students wishing to pursue the MOS certification exams for Excel Expert (Excel Expert 2016 exam 77-728 and Excel Expert 2019 exam MO-201).

Access 2016 Core (OEL1372) (3 credits)

Microsoft Access is a computerized database that allows you to manipulate, link, chart, query and report your data to customize the information you need. You will learn to use Microsoft Access 2016 to create databases, view, format, manage and modify data tables and fields. You will learn to create forms, queries, reports and explore data relationships using its pull-down menus, toolbars and dialog boxes. Microsoft certified courseware publication is used to present the software features in a well-illustrated graphic format to prepare students to complete the appropriate Microsoft Certification exam #77-730 for students who wish to write the MOS (Microsoft Office Certification). Students can identify Access Skills to potential employers by successfully completing the course capstone project to earn a skills badge

Word - Expert (OEL1410) (3 credits)

Learn to use advanced MS Word 2019 & 365 software features required to prepare complex and prepare

professional documents. Learn to manage document options and settings, design advanced documents, create advanced references, and create custom word elements.

Building and Maintaining Customer Relationships (OEL384) (3 credits)

Students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs and fostering an environment that encourages customers to return.

Business Writing Strategies (OEL620) (3 credits)

Effective and practical writing skills are important for successful communication in business. Students develop practical writing skills using basic word processing technology. They learn how to compose business correspondence including emails, memoranda, letters, and reports, with a focus on routine and persuasive messages. A review of basic grammar is also included.

Certificate (3054)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online certificate is designed for busy professionals who are currently working with infant, child, and adolescent populations with potential mental health challenges.

Professionals who may benefit from this certificate include those currently working in health care or community services with an interest in working with children. You will gain the relevant knowledge and skills to effectively work with infants, children or adolescents with complicated psychiatric disorders.

The interactive online courses in this program will focus on the developmental process, understanding psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention and prevention strategies.

PROGRAM OUTCOMES

Graduates of this program will be able to

1. Explain cognitive and behavioural signs and symptoms and their continuous effect/influence on the behaviour and mental health of the infant, child, and adolescent.
2. Develop and implement basic strategies to effectively manage the common symptoms of mental health conditions seen in infant, child and adolescent populations.
3. Prepare a basic needs assessment of trauma, grief, loss and/or psychiatric disorder for an infant, child or youth in crisis.
4. Identify the stages of growth and development as well as basic needs for infants, children and adolescents with an emphasis on the critical periods in personality development.
5. Identify social role structure issues and their potential positive and negative influence on growth and development.
6. Explain preventative measures that promote the mental health and well-being of children and youth in their communities.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older.

Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.

Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

Early Childhood educators, educational assistants, child and youth workers, teachers, guidance counselors, physiotherapist assistants, occupational therapist assistants, personal support workers, and nurses may find this online certificate program beneficial in their professional practice and career development.

For more details on related occupations, job market information and career opportunities, see the

Government of Canada website: <https://www.jobbank.gc.ca/>

CERTIFICATIONS

Upon successful completion of the online Children's Mental Health certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1261-3 Cognitive Development
OEL1262-3 Family Relations
OEL1263-3 Prevention and Intervention Strategies
OEL1264-3 Psychiatric Disorders
OEL1265-3 Risk Factors of Common Psychiatric Disorders
OEL1266-3 Mental Health and Society

Course Descriptions

Semester 1

Cognitive Development (OEL1261) (3 credits)

Learners will determine the effects of trauma on cognitive development of infants, children and adolescents. Students will also identify those children with trauma histories in order to limit the potential triggers within the therapeutic environment. The theories of loss and grief, as these relate to the infant, child and adolescent population will be explored throughout the course

Family Relations (OEL1262) (3 credits)

Students will examine the interconnectedness of family relationships and their effect on common abnormal psychiatric disorders in the infant, child and adolescent populations. This course will review the developmental stages, familial structures and family functions through the lens of family systems theory. Students will also explore the environmental effects and their influences on the family as a dynamic entity.

Prevention and Intervention Strategies (OEL1263) (3 credits)

Students will apply prevention and intervention strategies to appropriately respond to stressful situations in the infant, child and adolescent population. The focus of this course is on the effective application of communication, critical thinking and problem solving skills in a variety of situations.

Psychiatric Disorders (OEL1264) (3 credits)

To understand complicated mental health disorders common to infant, child and adolescents, students will review a variety of abnormal cognitive and behavioural disorders. This course will emphasize an understanding of the behaviours and the daily effects and challenges on the mental health of the infant, child, and adolescent population.

Risk Factors of Common Psychiatric Disorders (OEL1265) (3 credits)

Students will recognize the risk factors and triggers associated with common psychiatric disorders in the infant, child and adolescent population. Early identification and awareness of the behaviours will enable

the student to appropriately identify and assess the situation at hand.

Mental Health and Society (OEL1266) (3 credits)

This course focuses on a multi-disciplinary examination of how mental health and addiction are viewed by society and how these perceptions influence society's response to the practical and socio-political aspects of mental illness. Examine personal attitudes, societal myths, and stereotypes related to mental illness and addiction. Students will be challenged to critically reflect upon how their personal orientations and resulting behaviours about mental illness, addiction, and wellness impact their cultural, societal, and political beliefs. Critically examine mental illness and addiction as a social construct and contrast and compare assumptions of agency, normalcy, treatment, and recovery. Learn firsthand from those with mental illness, evaluate the effects of mental illness in special populations, including Indigenous people and the elderly, and apply their learning through health simulation activities.

Client and Customer Relations

Section B.66
2025-07-02

Certificate (1227)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online certificate provides learners with strategies, approaches, and techniques to enhance client relations and enable customer service excellence. Graduates of the program will have the tools necessary to build a quality service delivery team and develop positive lasting relationships with internal and external clients and customers, while also being prepared to identify, mitigate and avoid confrontational situations.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older.

Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.

Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CERTIFICATIONS

Upon successful completion of the online Client and Customer Relations certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1321-2 Customer Service & Ethics
OEL1322-3 Developing Client Service Teams
OEL1323-3 Management Principles
OEL1324-3 Strategies for Fostering Client Loyalty
OEL1325-2 Creating a Corporate Service Culture
OEL384-3 Building and Maintaining Customer Relationships
OEL851-2 Human Relations

Course Descriptions

Semester 1

Customer Service & Ethics (OEL1321) (2 credits)

You will focus on topics pertaining to customer service and the achievement of equity in various social and work settings, including, but not limited to, race, gender, ethnicity and social orientations. This course will enable you to identify possible strategies for empowerment in the workplace.

Developing Client Service Teams (OEL1322) (3 credits)

Students explore the economics of client value and the importance of building a quality service delivery team. They learn how teams provide excellent service when aligned with, and loyal to, corporate culture. Students practise team simulations where varying opinions and needs are assessed, and collaboration is essential for survival.

Management Principles (OEL1323) (3 credits)

Focus is placed on the development of modern management; organizational theory; the processes of planning, organizing, directing, and controlling; communications; behavioural strategies and techniques; ethical and social responsibilities in the practice of management; and an overview of human relations.

Strategies for Fostering Client Loyalty (OEL1324) (3 credits)

Students explore insights and ideas in order to create lasting and genuine customer relationships that withstand the competitive overtures of other companies. They explore the process of developing and sustaining client relationships, building emotional connections and creating remarkable experiences. Students learn the art of mitigating non-conventional and challenging relationships by working in team environments and researching techniques of managing conflict.

Creating a Corporate Service Culture (OEL1325) (2 credits)

Students review the basics of corporate culture and how it impacts on customer service. Areas of study include service environment, organizational openness and coaching others to adopt a desirable corporate service culture. As a project, students create a high level action plan based on highlighting gaps between current and desired practices.

Building and Maintaining Customer Relationships (OEL384) (3 credits)

Students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs and fostering an environment that encourages customers to return.

Human Relations (OEL851) (2 credits)

What makes people tick . . . and how to keep them going! Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.

Commercial Construction Management

Section B.67
2025-07-02

Certificate (Part-time Continuing Education) (4089)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This certificate program provides practical training leading to the application of principles and practices in the commercial Construction Management field.

This program emphasizes not only the interpretation and understanding of commercial project documents (working drawings, specifications, soils reports, contracts, etc.) but also in the preparation of estimates and construction schedules. Providing an educational foundation in the Construction Management field, graduates have the knowledge to begin assisting or managing the construction process, from initial planning to project completion. The use of case studies and related industry scenarios throughout the program prepares students for a full range of situations that emerge during the course of a construction project.

All courses are offered online via the internet. Online courses begin every January, May and September.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

This certificate is intended for those thinking of taking courses to break into the construction industry or to use their present building knowledge to work towards advancement. This certificate can open doors that will lead to many careers in the construction industry and those completing it will have potential to be a vital member of the construction team.

Employment in many areas of the construction industry, including material take-off, commercial estimating, commercial tender closing, project co-ordination, construction/project management assistant and possibly construction or project management.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1130-3 Construction Industry
OEL1131-3 Commercial Construction Principles
OEL1132-3 Commercial Construction Estimating
OEL1133-3 Project Construction Management
OEL1134-3 Construction Planning and Scheduling
OEL874-3 Green Building and Construction Practices

Course Descriptions

Semester 1

Construction Industry (OEL1130) (3 credits)

This course explores the many facets of the construction industry and develops a deeper knowledge of the many factors that impact this industry. Increase your awareness of various participants and stakeholders that are typically involved in a commercial construction project, as well as and issues such as impact on the economy, safety, environmental, and use of technology.

This course has achieved accreditation by the Gold Seal Accreditation Board of the Canadian Construction Association. For more information about Gold Seal training, please visit the CCA website at the link below.

<https://www.goldsealcertification.com/about/training/accredited-training/>

Commercial Construction Principles (OEL1131) (3 credits)

Students explore various building materials and construction methodologies used in commercial construction, including: durability, availability, ease of construction, and aesthetic perspective. Studies include a review of commercial construction drawings and specifications. Students use a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites. In this online course students use a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites. Students participate in readings, quizzes, research, discussions and collaboration work groups.

Commercial Construction Estimating (OEL1132) (3 credits)

This course introduces students to measuring techniques for items in a commercial construction project. Utilizing Excel spreadsheets, students will interpret construction working drawings and specifications to measure items such as excavation, concrete, steel, etc. Emphasis is placed on accuracy of measurement, standard descriptions, logical sequence of take-off, and estimating principles. The parts of a detail estimate will be identified.

Project Construction Management (OEL1133) (3 credits)

The course provides students with basic knowledge of the principles of planning, organizing, and controlling administrative aspects of a project in the commercial construction industry. The contents of this course will prepare students for the day to-day administrating, planning and monitoring of a small to mid-sized commercial project.

Construction Planning and Scheduling (OEL1134) (3 credits)

This course introduces students to the concept of construction scheduling and planning. This course will explore applications of effective project planning and analysis. Topics include Gantt schedule, CPM, Critic Path Planning, Resource allocation, Cash Flow Planning, Schedule Monitoring and Productivity Factors. Students will complete a detailed schedule for a small commercial project. This course has achieved accreditation by the Gold Seal Accreditation Board of the Canadian Construction Association. For more information about Gold Seal training, please visit the CCA website at the link below.

<https://www.goldsealcertification.com/about/training/accredited-training/>

Green Building and Construction Practices (OEL874) (3 credits)

Students explore many facets of building green in the construction industry from a general contractor's (builder's) perspective. Students will gain an introductory knowledge of the Canada Green Building Council (CaGBC), Net Zero Energy program and the various LEED Rating Systems with an emphasis on new construction. The significance of the elements of green construction, green procurement, and contracting for green construction as they relate to a contractor's green strategy are addressed. This course has achieved accreditation by the Gold Seal Accreditation Board of the Canadian Construction Association. For more information about Gold Seal training, please visit the CCA website at the link below.

<https://www.goldsealcertification.com/about/training/accredited-training/>

Criminal Psychology and Behaviour

Section B.68
2025-07-02

Certificate (1235)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate program explores why individuals become criminals, why individuals are attracted to those with deviant behaviours, and what methods are used in the rehabilitation of criminals and victims.

The program is designed for individuals who have a special interest in criminal psychology and behaviour or who work within social services, law enforcement, or criminal justice settings where an understanding of criminal psychology and behaviour is an asset.

Students will learn about a variety of topics including co-dependency as an addiction; domestic, sexual, and workplace violence; human trafficking; and cults and terrorism.

Learners must complete seven compulsory courses listed below

- Criminal Psychology - Psychopathic Minds
- Criminal Psychology II - Criminal Minds
- Domestic and Workplace Violence
- Sexual Violence
- Co-Dependency as an Addiction
- Cults and Terrorism
- Human Trafficking & Intersectionality

PROGRAM OUTCOMES

Graduates will be able to:

1. Explain and discuss various theories related to psychopathic behaviours and anti-social personality disorders.
2. Describe factors which lead individuals towards deviant behaviours.
3. Describe methods used in the rehabilitation of criminals and victims.
4. Explain the role that psychological disorders and chemical dependence can play in crime.
5. Examine biological versus social explanations for various forms of abuse.
6. Describe elements which contribute to violent behaviour.
7. Explain the various theories and ideologies surrounding cults and terrorism.
8. Explain co-dependency and its relationship to abuse.
9. Identify the types of human trafficking most common in Canada, grooming behaviours of human traffickers, and the needs of survivors.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older.
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.
- Students are recommended to have completed at least one post-secondary psychology course prior to beginning this program.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Upon completion of the program, individuals may find employment opportunities within criminal justice settings or within social service settings such as group homes and women's shelters. This program is designed for professionals who want to effect change and advance their career while learning about topical cross-cutting issues that are relevant across sectors (e.g. human trafficking).

Potential career and industry options may include working in:

- Policing
- Corrections
- Group Homes or Shelters
- Community-Based Victim-Oriented Resource Centres
- Social Services

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Criminal Psychology and Behaviour certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1356-3 Cults and Terrorism
OEL1360-3 Violence Against Women
OEL218-3 Criminal Psychology I - Psychopathic Minds
OEL219-3 Criminal Psychology II - Criminal Minds
OEL289-3 Domestic and Workplace Violence
OEL723-2 Criminology
OEL8003-3 Human Trafficking & Intersectionality

Course Descriptions

Semester 1

Cults and Terrorism (OEL1356) (3 credits)

In this course, students will explore the historical evolution and social impact of cults and terrorist groups. Students will learn ways to identify and define cults. Using discussions and active learning approaches, students will examine what motivates cults and terrorist groups with a specific lens towards violent activity. The impact of media and globalization will also be discussed. Students will advance their social and cultural understanding and gain awareness of cults in contemporary society. Students in this course will discuss the validity of historical evidence and research historical interpretations of events using relevant and recent sources.

Violence Against Women (OEL1360) (3 credits)

Students learn theory and practical skills essential to assist women who are victims of violence. Students examine historical and social perspectives of violence against women; issues of power and authority within a feminist theoretical framework; different forms of violence against women, such as sexual violence and femicide; and women's varied experiences of violence (as impacted by race, class, sexual orientation, ability and age). Through a combination of case studies, literature and media analysis, group activities and discussion, practical demonstrations, role plays, and community research, students learn how to support women who are victims of violence, to assess women for risk of violence, to recommend personal safety plans, and to best advocate for appropriate and needed services.

Criminal Psychology I - Psychopathic Minds (OEL218) (3 credits)

What makes a psychopath tick? Are they born that way, or are they products of society? Are serial killers really possessed with evil, or do they know exactly what they are doing? In this course, students will study how and why some individuals become criminals and why some actually become killers. You will study what is known about serial killers, stalkers, rapists and criminals. Also, the latest techniques used in criminal profiling and questioning will be examined.

Criminal Psychology II - Criminal Minds (OEL219) (3 credits)

This course further explores issues discussed in Criminal Psychology-Psychopathic Minds, and compares and explains psychological models as they relate to criminology.

Domestic and Workplace Violence (OEL289) (3 credits)

This course will examine conflict resolution strategies and whether they work to reduce incidents of violent behaviour such as abuse relationships, confrontation in the workplace and violence in schools.

Criminology (OEL723) (2 credits)

Criminology seeks to understand the underpinnings of criminal and deviant behaviour. Students examine this behaviour through sociological, biological and psychological perspectives. Students apply this knowledge in critical examination of Canadian and global crimes and statistics. A contemporary look at victimology and restorative justice is also provided.

Human Trafficking & Intersectionality (OEL8003) (3 credits)

Human trafficking is a heinous violation of a person`s most basic human rights and is a highly gendered-crime, impacting women and girls at significantly higher rates. While people acknowledge that human trafficking happens in developing countries, many Canadians are surprised to learn that it is happening right here in Canada and in their communities. This course will introduce students to human trafficking, specifically in the Canadian context, identify the risk factors that make someone vulnerable to being trafficked, identify grooming behaviours used by traffickers, explore industries that foster human trafficking and those with an ability to help end it, and explore the needs of survivors of human trafficking to regain control of their lives.

Data Analytics in Business Decision-Making

Section B.69
2025-07-02

Ontario College Graduate Certificate (2710)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Organizations are relying more than ever before on their internal and external data sources to drive business planning, decision-making, and problem solving.

Business intelligence and big data tools accomplish this by enabling unprecedented data collection and data manipulation. This data provides organizations with the information they need to respond quickly to organizational and market changes and opportunities.

With this fully online Ontario College Graduate Certificate program, you will gain the skills and knowledge needed to support real-world business decision-making and planning through data insights, data management, and data science. The program will provide you with a blend of theoretical knowledge and hands-on practical skills for data collection, data analysis, and data manipulation.

Learners will complete the following twelve compulsory courses.

- OEL1352 Introduction to Data Analysis
- OEL1373 Data Collection and Data Management
- OEL1351 Data Analysis Tools for Analytics
- OEL1374 Business Analysis and Assessments I
- OEL1376 Statistical and Predictive Modelling for Analytics I
- OEL1353 Visualizations, Leadership, and Business Communications I
- OEL1377 Statistical and Predictive Modelling for Analytics II
- OEL1375 Business Analysis and Assessments II
- OEL1378 Visualizations, Leadership, and Business Communications II
- OEL1379 Project Management for Analytics
- OEL1380 Critical and Ethical Decision Making
- OEL1381 Capstone Data Analytics

PROGRAM OUTCOMES

Graduates will be able to:

- Analyze, organize, and manipulate data to support problem solving, business decision-making, and opportunity identification.
- Develop statistical and predictive models that use operational and marketing data to identify patterns and provide insights to business stakeholders.
- Assess and apply business intelligence and Big Data tools appropriate to the business decisions, business problems, data movement, and system workloads.
- Prepare and communicate data analysis reports and documents in various formats for a variety of audiences and purposes.
- Analyse and interpret data as it relates to various aspects of a business organization's readiness to change.
- Conduct data analysis and research in a respectful and ethical manner that protects privacy and maintains dignity to all involved.
- Deliver data oriented projects using data science, business analysis, and project management

principles, tools, and techniques to ensure clients' business needs are achieved.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Minimum Academic Requirements

- A College Diploma, Advanced Diploma, or Degree in business, computer programming, computer systems or information technology OR acceptable combination of related work experience and post-secondary education as judged by the College to be equivalent to the above.
- Applicants possessing degrees/diplomas from institutions where the language of instruction was not English will be required to provide test scores as evidence of their English language proficiency such as IELTS 6.5 with no bands less than 6.0, or equivalent scores in other recognized standard tests of English.
- Students must successfully complete all courses within 3 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Note: A comfort in mathematics, statistics, computer software, computer programming, and enterprise systems is recommended.

ACADEMIC RECOMMENDATIONS

Courses in this program deal with large data sets and complex models. We recommend that students meet the minimum computer requirements listed below.

Hardware:

- Intel I7 or AMD A10 processor or better with chipset that must support virtualization
- 16 GB of RAM
- 1 TB hard drive
- Ethernet Network Card
- Wireless Network Card
- One USB 3.0 port (two preferred)

Software:

Windows 10 Professional Edition

CAREER PATHS

Graduates of the program may find employment in various industries including marketing, retail, finance, insurance, healthcare, consumer packaged goods, tourism, government, media, public affairs, education, social planning, human resources, and consulting businesses and organizations.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online program, students will obtain a Ontario College Graduate Certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1351-3 Data Analysis Tools for Analytics
OEL1352-3 Introduction to Data Analysis
OEL1353-4 Visualization, Leadership, and Business Communication I
OEL1373-3 Data Collection And Management
OEL1374-3 Business Analysis And Assessments I
OEL1375-3 Business Analysis And Assessments II
OEL1376-4 Statistical And Predictive Modelling For Analytics I
OEL1377-4 Statistical And Predictive Modelling For Analytics II
OEL1378-4 Visualization, Leadership, And Business Communications II
OEL1379-3 Project Management For Analytics
OEL1380-3 Critical And Ethical Decision Making
OEL1411-4 Data Analysis Capstone

Course Descriptions

Semester 1

Data Analysis Tools for Analytics (OEL1351) (3 credits)

Students are introduced to different scripting language tools such as SQL, NOSQL, Apache, Java and Python that support data analysis on large volumes of data. They also analyze the strengths and limitations of current tools used today. Students review and recommend which tools best support data analysis, data quality, problem solving, analysis, analytics and business decision-making for different functions and industries.

Introduction to Data Analysis (OEL1352) (3 credits)

Students are introduced to data analysis principles, practices, and approaches used in research, Big Data, data science, and artificial intelligence. They will analyze the algorithms and statistical models used to support analytics and business decision-making for different industries and functions.

Visualization, Leadership, and Business Communication I (OEL1353) (4 credits)

Students are introduced to fundamental best practices and tools for presenting data analysis using visuals, tables, info graphs, and reports. They will assess verbal and visual presentation approaches, as well as ethical leadership presence techniques to better communicate with and motivate business stakeholders to make informed decisions. Students will also recommend how to best communicate with these business decision-makers using data visualization tools, such as Tableau, and storytelling so decision-makers will better trust the data.

Data Collection And Management (OEL1373) (3 credits)

Students are introduced to data sources, informatics, data models, data management and data ownership;

all key components to the data-driven organization. They analyze the common practices, prioritization approaches, system workload and security challenges for systems that support high data volumes and analytics. Students assess the individual, legal and society impacts of collecting data, including social media data. They also assess the historic problems with data collection and data management and how the current tools are used to address these problems.

Business Analysis And Assessments I (OEL1374) (3 credits)

Students are introduced to fundamentals for strategy and business analysis best practises, approaches and principles for identifying and securing market and organizational opportunities. They assess how data analysis and analytics are used in needs analysis, opportunity identification, business problem solving, improvements, leadership ethics and business stakeholder communications.

Business Analysis And Assessments II (OEL1375) (3 credits)

Students deepen their perspective understanding in strategy and business analysis best practises for identifying and securing market and organizational opportunities. They conduct research and assess how data analysis and analytics are used in needs analysis, opportunity identification, changing culture, changing business models, corporate politics and strong business stakeholder personalities. Students recommend approaches based on organizational needs, business stakeholders and corporate culture.

Statistical And Predictive Modelling For Analytics I (OEL1376) (4 credits)

Students are introduced to statistical models and predictive models that support data analytics and business decision-making. They will apply statistical approaches and algorithms to identify model structures to help solve business problems. Students will recommend how to best integrate and calibrate these models and algorithms to increase data quality, usability, and improve predictive analyses to improve system workload and business decision-making.

Statistical And Predictive Modelling For Analytics II (OEL1377) (4 credits)

This course will build on the learning from the Statistical and Predictive Modelling I course and cover more advanced concepts such as regression analysis, clustering algorithms, conjoint measurement, and decision tree analysis. Students will be able to integrate and calibrate these model structures for evaluation and implementation purposes.

Visualization, Leadership, And Business Communications II (OEL1378) (4 credits)

Students will deepen their understanding in best practices and tools for presenting data analysis. They will assess rhetoric presentation approaches and executive presence techniques to better communicate with and motivate business stakeholders to act as a group. Students will recommend how to best influence business decision-makers that are resistant to change.

Project Management For Analytics (OEL1379) (3 credits)

Students are introduced to best practices, approaches, and tools for managing and delivering analytics, predictive analyses, ETL, and data projects. They will assess approaches around estimation, scoping, planning, data cleaning, data migration, data quality, and risk mitigation. Students will recommend how to best communicate their assessments to business stakeholders.

Critical And Ethical Decision Making (OEL1380) (3 credits)

Students are introduced to business ethics, applied ethics, and social psychology. They will assess today's most important ethical dilemmas and the human behaviors that drive them. Students will recommend how to best navigate corporate landscapes, political influencers, and social contexts to ensure ethical decision-making.

Data Analysis Capstone (OEL1411) (4 credits)

Students will integrate and apply the knowledge and skills they gained throughout the program. They will research, plan, and execute a project that meets a real-world financial, market or organizational need. Projects will emphasize the students' expertise with data analysis, analytics, data science, and business

intelligence / Big Data tools.

Diversity and Intercultural Relations

Section B.70
2025-07-02

Certificate (Part-time Continuing Education) (1270)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Globalization brings the peoples of the world closer together. However, discrimination and other forms of intolerance continue to cause problems. In our increasingly multicultural society these issues can lead to exclusion and inequality, often along racial and ethnic lines.

This certificate program is a direct response to learning needs identified by a broad range of representatives from multicultural, health, community services and justice agencies who recognize that racial inequity and negative stereotyping are significant social problems. In this six course certificate, learners will examine diversity issues in a social context, explore critical differences in cross-cultural communication and identify the sources, causes, forms and manifestations of these issues in our society.

This program is available online. Courses start January, May and September. Some courses start on a monthly basis.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

The Diversity and Intercultural Relations Certificate is intended to enhance the graduates ability to work effectively with co-workers and clients, enabling them to become more effective and productive in their chosen field. The graduate will acquire greater confidence when confronted both professionally and personally with the complex issues arising from the interaction of different cultural and ethnic groups within Canada.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1156-3 Anti-Racism, Discrimination and Equity

OEL127-3 Sociology Introduction

OEL541-3 Introduction to Intercultural Communication

OEL824-3 Contemporary Canadian Social Problems

Electives:

Choose two electives:

- OEL1048- Human Sexuality
- OEL1077- Religious Beliefs, Traditions and Customs of Death
- OEL1082- World Religions: Western and Eastern Traditions
- OEL325- First Nations People

Course Descriptions

Semester 1

Anti-Racism, Discrimination and Equity (OEL1156) (3 credits)

Students taking this course will gain an understanding of terminology related to marginalized groups in Canada. By identifying issues related to racism and other forms of discrimination in North American society, students will analyse the various levels of bias and prejudice present in our society while examining their positionality. The main objective of this course is to examine the levels of discrimination present in society in order to help students gain the experience and tools to challenge inequity in the schools and workforce. As part of the course, students will communicate with one another through discussion boards and through various readings and assignments they will gain an understanding of the many facets of racism and discrimination. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their knowledge about discrimination in Canada, including, but not limited to: heterosexism, androcentrism, Islamophobia, Anti-Semitism, ageism and classism.

Sociology Introduction (OEL127) (3 credits)

Sociology is the study of people and how they interact with each other and various social groups. This course deals with the study of people's lives, their relationship to society as a whole, and how people are affected by the society in which they live. The concepts, theories and methods of the discipline will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems.

Introduction to Intercultural Communication (OEL541) (3 credits)

Students taking this course will be introduced to the study of intercultural communication, focusing on

topics such as media, levels of communication, gestures and microaggressions. Students will learn how they can apply principles of intercultural communication to their daily lives and how they can understand and appreciate cultural differences relating to communication. The main objective of this course is to gain an understanding of varied communication styles, tools, and methods to help improve communication in the workforce. As part of the course, students will communicate with classmates on the Discussion board about current readings related to Intercultural Communication. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills and expand their understanding of intercultural communication.

Contemporary Canadian Social Problems (OEL824) (3 credits)

In this course, current social science paradigms and theories will be used as a framework for analysis of contemporary social issues relevant to vocations in police services. Topics such as crime, violence, abuse, social stratification, ageism, and racism will be included. The course focus will be on how individual behaviours collectively create social issues.

Early Childhood Education Leadership

Section B.71
2025-07-02

Certificate (Part-time Distance Education) (1061)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate program is designed for learners who have an Early Childhood Education (ECE) diploma or equivalent and who wish to enhance their leadership skills or gain the knowledge and skills required to pursue a career as a supervisor, manager, or administrator of childcare services.

Course curriculum focuses on staff supervision and leadership skills, financial management, performance management, marketing, advocacy and professionalism in child care settings, as well as intercultural communication and communication strategies.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance Requirements:

- Early Childhood Education Diploma or equivalent.
- Although students can begin directly upon graduation from their ECE Diploma, students are advised to have at least one-year post-graduation ECE work experience.

Graduation Requirements:

- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study.
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate.
- All courses must be completed within the stated timeline outlined on the certificate webpage.
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Early Childhood Education Leadership certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

OEL1326-3 Communication Strategies in Early Learning
OEL1327-3 Advocacy and Professionalism in Early Learning and Care
OEL1330-3 Management Leadership Skills and Staff Development for ECEs
OEL1331-3 Computer Applications and Financial Planning in Early Childh
OEL1422-3 Marketing Early Childhood Education
OEL541-3 Introduction to Intercultural Communication
OEL8004-2 Coaching and Mentoring
OEL851-2 Human Relations

Course Descriptions

Semester 1

Communication Strategies in Early Learning (OEL1326) (3 credits)

Students construct, practice and analyze a variety of communication strategies, related to the responsibilities of a Supervisor/administrator in Early Childhood environments. Students develop a professional communication portfolio which includes; sample formats for surveys, program brochures, business letters, media releases, newsletters, policies/procedures and business proposals. Additionally students assess and analyze which strategies are most effective with different client groups; children, parents, board of directors, volunteers, staff and other community professionals. Through online discussions, postings, case studies, readings, assignments and practical applications, students have the opportunity to practice and utilize effective communication skills including analysis, research, evaluation, and decision-making to affect change in the workplace.

Advocacy and Professionalism in Early Learning and Care (OEL1327) (3 credits)

Students examine historical, political, professional, and social issues affecting early childhood administration practice in current Early Learning programs. Students review professional responsibilities and practices of ECE supervisors and administrators and analyze them within recognized best management practices. Students review strategies characterizing advocacy roles and responsibilities for ECE supervisors that reflect an in-depth understanding of early childhood education and ethical practices within the context of a self-regulated profession. Additionally students develop strategies for personal and professional development growth in a management capacity. Through discussions, posting/presentations, case studies, readings, assignments and practical applications, students have the opportunity to practice and utilize advocacy and professional skills including analysis and reflective practices.

Management Leadership Skills and Staff Development for ECEs (OEL1330) (3 credits)

This subject explores effective communication and theories of leadership. Through a process of self-evaluation, students will develop a professional leadership style appropriate to the role of an administrator of an early childhood education setting. Students will develop techniques to hire and maintain quality staff in an Early Childhood Education program.

Computer Applications and Financial Planning in Early Childh (OEL1331) (3 credits)

Students are given a comprehensive overview of developing a financial plan to incorporate the requirements of a licensed ECE program. This involves the use of computer software.

Marketing Early Childhood Education (OEL1422) (3 credits)

Students examine marketing principles and practices as they apply to the manager's role in the operation of early childhood education centre. Participants will research and develop marketing plans through the identification of the needs of clients and market demands, including SWOT and PEST analyses. Strategies for effective program marketing, publicity, and promotion will be determined and evaluated for effectiveness. Through discussions, presentations, readings, research, assignments and practical applications, students have the opportunity to prepare and evaluate effective marketing plans. This program is designed for professionals with an Early Childhood Education Diploma or recognized equivalent, who are now, or would like to be, administrators of child-care services. The program may also be of interest to child-care administrators who are: – currently learning “on the job” – early childhood educators seeking career advancement – employers encouraging staff development and training.

Introduction to Intercultural Communication (OEL541) (3 credits)

Students taking this course will be introduced to the study of intercultural communication, focusing on topics such as media, levels of communication, gestures and microaggressions. Students will learn how they can apply principles of intercultural communication to their daily lives and how they can understand and appreciate cultural differences relating to communication. The main objective of this course is to gain an understanding of varied communication styles, tools, and methods to help improve communication in the workforce. As part of the course, students will communicate with classmates on the Discussion board about current readings related to Intercultural Communication. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills and expand their understanding of intercultural communication.

Coaching and Mentoring (OEL8004) (2 credits)

In this course you will learn about coaching and mentoring using a solution-focused approach, which emphasizes the use of purposeful compliments to both acknowledge and validate an individual's work. The course will cover a range of topics including describing what is meant by solution-focused coaching and mentoring, identifying the differences between coaching and mentoring, and exploring when and how to use each method. Participants will learn about the benefits of using a solution-focused approach and become comfortable with the coaching and mentoring process.

Human Relations (OEL851) (2 credits)

What makes people tick . . . and how to keep them going! Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.

Early Childhood Education Resource Consulting

Section B.72
2025-07-02

Ontario College Graduate Certificate (Part-time Distance Education) (1051)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online post-diploma program is designed to provide early childhood educators with specialized knowledge, skills, and abilities to work as resource consultants with children who have special needs and their families. Graduates may work in a range of early years and childcare settings including centre-based and home-based childcare, child and family programs, schools, and children's services (e.g. supports for children with special needs, children's mental health services and early intervention programs) to support inclusive early learning environments. The program consists of five (5) online theory courses and two (2) field placements.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance Requirements:

- Early Childhood Education Diploma or equivalent
- Proof of current registration with College of Early Childhood Educators
- Applicants possessing degrees/diplomas from institutions where the language of instruction was not English will be required to provide test scores as evidence of their English language proficiency such as IELTS 6.0 with no band lower than 5.5, or equivalent scores in other recognized standard tests of English.

Graduation Requirements:

- Students must successfully complete all courses within 5 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CLINICAL/LAB OR FIELD PLACEMENTS

Fieldwork experience provides the student with the opportunity to apply classroom theory to an actual employment situation.

All applicants will be required to submit documentation of having completed the following procedures prior to entering the field placement components of the program. If the appropriate documentation is not received at least two weeks before the start of the identified field placement, it may be necessary to withdraw the student from the course.

- **A current (within six months) Police Record Search.** This is required by students as they are enrolled in a program during which they will have unsupervised access to vulnerable persons
- **Immunization and Health Record Form.** This form includes the following immunization requirements: Two-step TB test, Immunity against measles, mumps and rubella, current tetanus, diphtheria immunization, current influenza immunization.
- **Statement of Confidentiality Form, WSIB, and Workplace Agreement Form.** These forms will be given to you to sign prior to your fieldwork placement.
- **WHMIS**

All costs associated with these requirements are the responsibility of the student.

For further information regarding field placement requirements for this program, please contact ontariolearn@saultcollege.ca.

CERTIFICATIONS

Upon successful completion of the online Early Childhood Education Resource Consulting certificate program, students will obtain an Ontario College Graduate certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1287-3 The Foundations of Resource Consulting
 OEL1288-3 Adapting & Modifying Curriculum Practices
 OEL1289-3 Working with Others Through Professional Engagement
 OEL1290-3 Evidence Informed Decision-Making
 OEL1291-3 Empowering Families Through Strength-Based Approaches
 OEL1305-7 Introduction to Resource Consulting: Field Placement
 OEL1306-10 Field Placement II (ECE Resource Consulting)

Course Descriptions

Semester 1

The Foundations of Resource Consulting (OEL1287) (3 credits)

This course introduces students to early learning pedagogy and play-based strategies as the cornerstones of supporting children with special needs. Through a lens of curriculum principles that guide inclusive early learning programs, students will examine and analyze developmental characteristics of children in order to recommend program adaptations and modifications that build on children's strengths. In addition, students will utilize observation skills and screening tools in order to recommend centre policies and practices that promote meaningful and maximum early learning program participation.

Adapting & Modifying Curriculum Practices (OEL1288) (3 credits)

Students are introduced to the Family Service Plan as the consultation platform that integrates perspectives from families, early learning educators, health professionals and community services providers in order to adapt and modify curriculum practices. Students examine early learning environments and create a plan that recommends strategies, adaptations and modifications that promote the benefits of inclusive learning for children with special needs. In addition, students develop a proposal of how they plan to communicate this information to the full Family Service Team. This course highlights the importance of working in consultation with the whole team in order to support children.

Working with Others Through Professional Engagement (OEL1289) (3 credits)

Through a range of interactive, community-based learning opportunities, this course will examine

methodologies and strategies to engage others in the consultation process to support families, early learning educators, and other community professionals. Students will apply adult learning principles to plan, deliver and evaluate educational opportunities for families, early learning educators and community professionals in supporting the healthy development of children living with diverse abilities. In addition, students will identify and critique organizational practices and create a consultation plan to engage stakeholders in the development of a shared philosophy of inclusion.

Evidence Informed Decision-Making (OEL1290) (3 credits)

This course examines how research, current legislation, regulations, and ethical and professional standards impact evidence informed practices of resource consultants. Students assess a variety of observation and screening tools, family engagement models and learning strategies in order to understand child development and advise families and early learning educators. They utilize and reflect on professional knowledge and plan further learning related to teaching and inclusive practices.

Empowering Families Through Strength-Based Approaches (OEL1291) (3 credits)

This course emphasizes the reciprocal partnership between the families of children living with diverse abilities and the service team within the community. Students will examine the structural, cultural, and developmental diversities of families in order to empower them as the primary support for their children's learning and development. Working in collaboration with the family and the service team, students will demonstrate strategies that engage in family-centred and strength-based decision making regarding the learning and development of the child. In addition, students will research community resources and learn to make referrals and advise families.

Introduction to Resource Consulting: Field Placement (OEL1305) (7 credits)

This field placement experience introduces students to the work of ECE resource consulting. Building on prior skills and knowledge students examine current legislation, policies and evidence informed practices to reflect on how the roles of the RECE and ECE resource consultant complement each other to support children living with special needs. Students demonstrate collaborative professional practices as they promote and advocate inclusive policies and environments. In consultation with the service team, students select, administer and interpret observation techniques and screening tools in order to contribute to the Family Service Plan. In addition, they recommend program adaptations and modifications that demonstrate the principles of early learning pedagogy and inclusive play-based early learning practices, empower parents as decision-makers. Students reflect on the effectiveness of those strategies as well as on their own personal development as early childhood interventionists. Note: The facilitator in this course does not provide placement services, collect police/medical checks or provide affiliation agreements on behalf of students registered at colleges other than Seneca. With the support of the registering college all students should be ready at the start of the course to provide the facilitator with the agency name, location, contact name and the agreed upon hours/dates of placement. The facilitator will liaise with agency to conduct the students assessment.

Field Placement II (ECE Resource Consulting) (OEL1306) (10 credits)

This field placement experience extends the students' understanding of the role of the ECE Resource Consultant. Working as a member of the service team, students act in accordance with legislative regulations, agency policies and professional standards. They will demonstrate family-centred strategies as they guide families to navigate potential supports and services and make recommendations that support the healthy development of children living with special needs. Through the use of reciprocal communication and evidence-informed practices, they will apply the principles of adult learning in order to co-ordinate and facilitate case management meetings, educational opportunities and referral discussions. They will reflect upon their consultation practices, evaluate strengths and challenges, and create a plan for further professional development.

Effective Business Writing

Section B.73
2025-07-02

Certificate (Part-time Distance Education) (2027)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The writing skills developed in traditional academic settings may not adequately prepare the individual for the real business world. Today's business environment is rapidly changing; the ability of the professional to relate his/her thoughts clearly, concisely and directly can be the key to career advancement.

The goal of the Effective Business Writing Certificate is to:

- develop and refine business writing skills as a resource for the professional to meet the challenges of an evolving environment
- develop a professional who is a productive, confident, and effective communicator in the business world

The student will participate in a series of three core courses and two electives, all available online. The core elements will focus on building a foundation in English writing skills. The electives will introduce the student to the major styles of business writing through personal selection from areas of interest.

The Effective Business Writing Certificate is a part-time program that is offered online via distance education. You must have access to a computer, the internet and an email account. All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

This certificate will be of interest to any person seeking to develop, refine or expand their business writing skills including but not exclusive to administrators, human resource professionals, business owners and operators, entrepreneurs and entry level personnel.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1101-2 Communication (LDS)

OEL453-3 Writing Grammatically

OEL620-3 Business Writing Strategies

Electives:

Choose **two** electives from the following:

- OEL106 Business Report Writing
- OEL 1397 Generic Business Plan
- OEL1304 Writing for the Web
- OEL1300 Digital Communication
- OEL1297 Intro to Social Media
- OEL817 Desktop Publishing for Business

Course Descriptions

Semester 1

Communication (LDS) (OEL1101) (2 credits)

Effective communication skills are essential to all aspects of life and this course specifically addresses communications in contemporary businesses and organizations. It is important to be aware of the wide variety of communication methods and technological tools which are available, and which should be used to convey a particular message. Managing communication channels requires time management, and effective informal and formal communication skills. This course discusses communication styles, presentation skills, how to facilitate meetings and social media.

Writing Grammatically (OEL453) (3 credits)

Students learn the rules of English grammar in a comprehensive, easy-to-follow manner. The course begins with a review of sentence parts, followed by an in-depth explanation of sentence structuring, and culminates in a practical review of stylistic conventions in business and professional writing.

Business Writing Strategies (OEL620) (3 credits)

Effective and practical writing skills are important for successful communication in business. Students develop practical writing skills using basic word processing technology. They learn how to compose business correspondence including emails, memoranda, letters, and reports, with a focus on routine and persuasive messages. A review of basic grammar is also included.

Engineering Technology Management

Section B.74
2025-07-02

Ontario College Graduate Certificate (Part-time Distance Education) (4085)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Engineering Technology Management certificate program is designed to expand the technical expertise of the graduate engineering technician or technologist. The program provides the essential academic content to develop meaningful skills required in supervisory roles for a wide variety of industrial settings.

Engineering Technology Management is a part-time certificate that is offered online, via the internet. Online courses begin every January, May and September. Some courses may be offered on a monthly basis.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To participate in this program, you need to have a diploma from a recognized college as an Engineering Technician or Technologist.

CAREER PATHS

Graduates may seek employment opportunities in areas such as scheduling, quality and production management, human resource planning and supervision. With added experience, opportunities exist for advancement to higher management and administrative positions.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1076-2 Creative & Critical Thinking (LDS)
OEL1243-4 Human Resource Management Principles
OEL149-3 Microeconomics - Introduction
OEL470-3 Computer Applications in Quality Assurance
OEL729-3 Intro to Business Management and Organizational Behaviour

SEMESTER 2

OEL142-3 Industrial Relations
OEL233-3 Macroeconomics - Introduction
OEL682-3 Strategic Leadership

Course Descriptions

Semester 1

Creative & Critical Thinking (LDS) (OEL1076) (2 credits)

Thinking is any mental activity that helps formulate or solve a problem, make a decision, or fulfill a desire to understand. Today more than ever, leaders need to be creative and critical thinkers in order to deal with all aspects of organizational, strategic and societal situations or environments. You will learn how to think creatively and critically and apply those skills to both professional and personal situations. For leaders, fine-tuning your creative and critical thinking skills will assist you in strategic planning, decision-making and problem solving.

Human Resource Management Principles (OEL1243) (4 credits)

This course will cover the following topics: history of human resources management, economic and societal changes, job analysis and design, and human resource planning. As well, recruitment and selection, government and legal challenges, orientation and training, and financial incentives. Also, employee benefits and services, employee relations and practices, management development, career planning, work options, motivation, and performance appraisal and the Union-Management framework.

Microeconomics - Introduction (OEL149) (3 credits)

Knowledge of contemporary microeconomics issues is essential to understanding the world we live in. Students examine fundamental microeconomic principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Students examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures, as well as evaluate the effects of government intervention in the economic marketplace.

Computer Applications in Quality Assurance (OEL470) (3 credits)

The student will be introduced to the computerization of statistical process control functions such as histograms, control charts and data collection. This course uses spreadsheets, word processing and other quality assurance related software to demonstrate how computers can be used to effectively manage a quality system.

Intro to Business Management and Organizational Behaviour (OEL729) (3 credits)

This subject is an examination of the contemporary Canadian business environment including the organization, leadership and management decision process which influences the behaviour of individuals and groups. Increased global competition, technological change and the rising expectations of both employees and employers have underlined the need for improved and more effective leadership. This subject provides a better understanding of this process.

Semester 2

Industrial Relations (OEL142) (3 credits)

The subject will explore the nature of the industrial relations process. Considerable emphasis will be placed on negotiating and administering the collective agreement through to grievance arbitration.

Macroeconomics - Introduction (OEL233) (3 credits)

Knowledge of contemporary macroeconomic issues is essential to understanding the world we live in. Students investigate fundamental macroeconomics principals with an emphasis on the use of economic

models to analyze economic developments accurately and objectively. Through a combination of instruction and practical application, students examine unemployment, inflation and economic growth as well as evaluate government use of fiscal and monetary policy in dealing with these key macroeconomic issues. In addition to this, Canada's international economic relationships are explored. Individual assignments and formal examinations are used to assess student knowledge of key objectives.

Strategic Leadership (OEL682) (3 credits)

In this course, students will develop leadership, management, and human resources skills to establish and maintain strategic alliances within an organization. Students will recognize the importance of ethics to conduct business at both national and international levels.

Material and Operations Management (OEL683) (3 credits)

Operations managers make tactical decisions in support of carrying out the vision and strategies for businesses in the supply chain and/or in service production. Students gain in-depth knowledge of the responsibilities and current tools of operations and supply chain managers in manufacturing and non-manufacturing organizations. Topics include project management, Operations managers make tactical decisions in support of carrying out the vision and strategies for businesses in the supply chain and/or in service production. Students gain in-depth knowledge of the responsibilities and current tools of operations and supply chain managers in manufacturing and non-manufacturing organizations. Topics include project management, quality management, layout management, location, inventory management, MRP and ERP and JIT/Lean.

Fundamentals of Quality Assurance (OEL684) (3 credits)

This course provides an introduction to quality assurance and control programs within a business organization. Topics include the nature and history of quality, factors which affect quality, quality inspection and verification. The course will also deal with collection, and analysis and interpretation of data, histograms and frequency distributions, probability and its applications, normal and binomial curves, control charts for variables and attributes and statistical sampling.

Certificate (2125)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Financial Technology (FinTech) refers to the rapidly growing application of technology and innovation to traditional banking and financial transactions.

The Financial Technology Certificate provides cutting-edge training on FinTech application areas such as basic retail banking (mortgages, deposits), payments systems, financial management, commercial and corporate banking, investment banking and capital markets, insurance, commodities and even global currencies.

This program will be of interest to individuals who have previous education or experience in finance, business, information technology, cyber security or related areas. Topics covered include big data; legal and ethical issues in information technology; the intersection of technology and commerce; the associated implications for competitive dynamics, social policies and regulatory frameworks; blockchain technology in the banking and financial service industries; and the latest trends and technologies in FinTech including artificial intelligence.

Students will complete the following four compulsory courses:

- OEL1347 - Introduction to Financial Technology
- OEL1348 - Blockchain: Origins and Applications
- OEL1349 - Artificial Intelligence in Finance
- OEL1350 - Innovative Financial Systems

Students will choose to complete one of the following elective courses:

- OEL1351 - Data Analysis Tools for Analytics
- OEL1352 - Introduction to Data Analysis
- OEL1353 - Visualization, Leadership and Business Communication 1
- OEL1354 - Big Data Tools
- OEL678 - Excel Expert

PROGRAM OUTCOMES

Graduates will be able to:

- Identify the various AI and Machine Learning technologies and applications employed by the banking and financial services industries.
- Identify the various blockchain technologies and applications employed by the banking and financial services industries.
- Describe the impact of AI, Machine Learning, and blockchain technologies on the banking and finance industries with respect to traditional business practices and productivity, customer acquisition and retention and regulatory and compliance functions.
- Describe real-world use cases of FinTech and their impact on the Financial Services industry
- Evaluate the impact of AI and Machine Learning on banking and finance in society and the regulatory framework.

- Propose potential future developments in AI and Machine Learning and their implications for the future of the banking and finance industries.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate
- Students are recommended to have completed Grade 12 U or C Math (e.g. MCT4C) prior to registering in the program.

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CAREER PATHS

This new program will enable students to gain an understanding of the emerging technologies and applications that are redefining traditional financial markets. Developments in this field have a profound impact on almost all areas of commerce, financial management and economic and monetary policies.

Graduates may find positions in a variety of careers such as:

- banking and lending
- wealth management advising
- mutual funds
- insurance
- financial analysis
- technology
- data analysis and management

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Financial Technology certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1347-3 Introduction to Financial Technology

OEL1348-3 Blockchain: Origins and Applications

OEL1349-3 Artificial Intelligence in Finance

OEL1350-3 Innovative Financial Systems

Electives:

Choose one elective:

OEL1351 - Data Analysis Tools for Analytics

OEL1352 - Introduction to Data Analysis

OEL1353 - Visualization, Leadership, and Business Communication I

OEL1354 - Big Data Tools

OEL1173 - Excel - Expert

Course Descriptions

Semester 1

Introduction to Financial Technology (OEL1347) (3 credits)

This course provides an introductory overview of the major themes and issues in Financial Technology (FinTech). FinTech is a broad term used to refer to a rapidly growing application of technology and innovation to traditional banking and financial services industries. Students will develop a broad understanding of the role banking and financial services play in society and the importance of key FinTech applications. Significant emphasis is placed on understanding the practical implications of the adoption of FinTech on traditional business practices, employees, customers and the impact on society and the regulatory environment.

Blockchain: Origins and Applications (OEL1348) (3 credits)

This course expands on concepts introduced in Introduction to FinTech with an in-depth investigation of the use of blockchain technology in the banking and financial service industries. Students will develop a comprehensive understanding of the origins of blockchain, the technological principals which underpin the system and the various practical applications for blockchain technology, including, but not limited to, cryptocurrencies. The course will review the important impacts that the adoption of blockchain may have on traditional business practices as well as society and the regulatory environment. The course provides students with the comprehensive knowledge to enable them to assess and evaluate the use of blockchain technology in industry and business applications.

Artificial Intelligence in Finance (OEL1349) (3 credits)

Students study the growing applications of Artificial Technology (AI) and big data in the world of banking and finance. The class covers various applications including marketing, credit decision/underwriting and asset investment/advisory and their impact on retail banking and wealth management. The course addresses the wide ranging legal and social issues around the growing use of AI and data collection.

Innovative Financial Systems (OEL1350) (3 credits)

Students learn about the many implications of virtual banking and financial networks on regional and global financial networks. Topics include discussions of the evolution of traditional banking networks and marketing and the competitive threats and opportunities posed by new entrants/disruptors with a review of developments across a range of countries.

Food Service Worker

Section B.76
2025-07-02

Certificate (Part-time Continuing Education) (1073)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Food Service Worker program at Sault College provides the student with the knowledge and skills to be an effective member of a food service team. The program covers food preparation, service, nutrition, sanitation practices, customer service, communications and business skills.

The program includes practical fieldwork experience for those individuals without previous training in an institutional setting or job training in food service operation.

Most courses are offered online via the internet. Online courses begin every January, May and September. The Fieldwork course (FSW105) is available as independent study, anytime.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

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.

For more details on related occupations, job market information and career opportunities, see the

Government of Canada website: <https://www.jobbank.gc.ca/>

CLINICAL/LAB OR FIELD PLACEMENTS

If you have successfully completed a program such as Culinary Management or Culinary Skills - Chef Training, you may be eligible for exemption from some courses.

If you are currently employed as a food service employee in a long term care institution OR have completed at least 1 year equivalent of full time employment in the past 5 years, you may be eligible for exemption from the Fieldwork course. You will be required to provide proof of hours worked from your employer.

Fieldwork experience provides the student with the opportunity to apply classroom theory to an actual employment situation. Students with experience in the food service field may apply for prior learning assessment (PLAR).

All applicants will be required to submit documentation of having completed the following procedures prior to entering clinical/lab, identified courses and/or field placement components of the program. If the appropriate documentation is not received with at least two weeks before the start of the identified clinical/lab/course and/or field placement, it may be necessary to withdraw the student from the course.

- **A current (within six months) Police Record Search.** This is required by students as they are enrolled in a program during which they will have unsupervised access to vulnerable persons
- **Immunization and Health Record Form.** This form includes the following immunization requirements: Two-step TB test, Immunity against measles, mumps and rubella, current tetanus, diphtheria immunization, current influenza immunization.
- Please note that many employers require proof of COVID-19 vaccination. Not having your COVID-19 vaccinations, may prevent you from gaining a placement or future employment
- **Statement of Confidentiality Form, WSIB, and Workplace Agreement Form.** These forms will be given to you to sign prior to your fieldwork placement.
- **WHMIS.**
- **Safe Food Handler.** This training can be taken online.

All costs associated with these requirements are the responsibility of the student.

PROGRAM OF STUDY

SEMESTER 1

FSW105-4 Fieldwork for Food Service Worker
OEL1072-2 Quantity Food Preparation
OEL1217-3 Institutional Food Service
OEL1218-3 Introduction to Nutrition
OEL1219-3 Sanitation and Safety
OEL390-3 Nutrition in Health Care

Course Descriptions

Semester 1

Fieldwork for Food Service Worker (FSW105) (4 credits)

The final step to complete the Food Service Worker Certificate is the practicum. This necessary practicum will provide you with the opportunity to practice the skills and knowledge from prior Food Service Worker

courses. The practicum requires 75 hours of work experience within an institutional food service environment. The course will provide experience in the preparation and serving of all daily meals. If you have work experience in institutional food services, you may be eligible for exemption from FSW105. You will be required to provide a letter from your employer to verify your work experience.

Quantity Food Preparation (OEL1072) (2 credits)

This course focuses on the cooking principles and methods for preparing food in large quantities. In addition, the nutritional components of each food will be reviewed to ensure students are aware of the quality and nutritional values of various foods, and methods for maintaining nutrition throughout food preparation and service. Various food types will be examined including meat and alternates, bakery products, cold prepared items, egg and cheese recipes, milk products, soups, stocks and sauces. Major cooking equipment will also be discussed.

Institutional Food Service (OEL1217) (3 credits)

This course focuses on the food service worker's role in health care food service with an emphasis on requirements under the Long-Term Care Homes Act. Various food production, delivery and service systems will be introduced and departmental operations such as purchasing, receiving, storage and inventory will be discussed. Quality management and costs controls will also be addressed.

Introduction to Nutrition (OEL1218) (3 credits)

This course introduces students to the basic principles of human nutrition and the role of nutrition in the health care environment. Nutrient composition of foods and current nutrition recommendations for carbohydrate, fat, protein, vitamins, minerals and water will be discussed. An introduction to digestion, absorption and transport of nutrients will be provided. Energy balanced and body composition and special considerations for nutrition throughout the lifecycle will also be explored.

Sanitation and Safety (OEL1219) (3 credits)

This course focuses on preventing food-borne illness within the health care environment. Safe food handling practices and regulations and acts governing food service are emphasized. Quality improvement and risk management programs such as HACCP are also discussed. Safe working environments for the FSW are explored including fire safety, managing safety hazards, prevention of common injuries, and an introduction to first aid.

Nutrition in Health Care (OEL390) (3 credits)

This course focuses on the basic principles of nutrition therapy with an emphasis on person-centred care. A variety of conditions will be discussed including age-related changes, food allergies, heart disease, digestive disorders and diabetes. Students will explore the nutrition recommendations, special diets and nutrition support used in the prevention and management of these and other conditions.

Certificate (Part-time Continuing Education) (1219)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Enhance your communications skills (reading, writing and speaking) so that you can communicate effectively and with confidence. You will also further your knowledge of grammar and develop an appreciation of French culture. Whether you require knowledge of French for your career or enjoy vacationing in French-speaking countries, you will find this program very effective.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

A review of the Services Canada job board for Ontario reflects the need for bilingual applicants in both public (federal and provincial) and private sectors. There is significant demand in positions requiring interaction with the public (customer service, sales, travel, and hospitality), teaching, healthcare, business, office/clerical, human resources, social services and IT. Positions are not restricted to any one geographic area however there is demand particularly in Eastern and Northern Ontario.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca>

OTHER INFORMATION

- All course requirements must be completed within 5 years.
- Overall average of 60% or a GPA of 2.0
- A minimum of 25% of courses must be completed through Sault College

Prior Learning Assessment (PLAR)

Ontario Secondary School Diploma students who have successfully completed, within the last four years, French grades 9-12 or OAC, Academic or Open level international language program, may be credited with levels 1 and 2 of Sault Colleges French Language Online courses. These courses may be credited upon receipt of your OSSD and an official transcript from your High School.

Students who have successfully completed Sault Colleges FRN101 and FRN102 within the last 5 years may be credited with levels 1 and 2 of the French Language Online courses.

Students with other credentials may be eligible for Prior Learning Assessment and should contact Student Services.

PROGRAM OF STUDY

SEMESTER 1

OEL1058-3 French Ecrit
OEL700-3 French 1
OEL701-3 French 2
OEL702-3 French 3
OEL703-3 French 4
OEL704-3 French 5

Course Descriptions

Semester 1

French Ecrit (OEL1058) (3 credits)

The aim of this course is to expose you to the most important written structures of the French Language. You will be able to apply proper grammar rules and to spell a wide range of vocabulary accurately and effectively. This is the final course in the French Proficiency certificate.

French 1 (OEL700) (3 credits)

This course is meant to be a first introduction to the French language. The course aims to develop competencies in French through authentic learning tasks in preparation for real-life application. Online activities will promote skill development in listening, speaking, reading, and writing in personal and professional contexts. You will use communication strategies to support interpersonal skills, to convey information, and to explain and respond to messages in familiar situations. You will develop skills for life-long learning that are transferable to employment. The targeted second language proficiency of the course aligns with level 2 requirements of the Canadian Language Benchmarks for French, the NCLC.

French 2 (OEL701) (3 credits)

This course integrates and extends previously introduced concepts of French 1. The course aims to develop competencies in French through authentic learning tasks in preparation for real-life application. Online activities will promote skill development in listening, speaking, reading, and writing in personal and

professional contexts. You will use communication strategies to support interpersonal skills, to convey information, and to interact with various forms of persuasive exchanges in routine situations. You will develop skills for life-long learning that are transferable to employment. The targeted second language proficiency of the course aligns with level 3 requirements of the Canadian Language Benchmarks for French, the NCLC.

French 3 (OEL702) (3 credits)

The progressive acquisition, reinforcement, and creative use of language structures will increase the student confidence to self-expression. With a strong focus on using the language to communicate in real-life scenarios, this course enables students to participate in simple conversations, make requests, suggestions or short presentations and express their opinion about present and past events. Tasks from both personal and professional settings will be used as formative and summative assessments. . The targeted second language proficiency of the course aligns with level 4-5 requirements of the Canadian Language Benchmarks for French, the NCLC.

French 4 (OEL703) (3 credits)

This course will allow students to develop their oral communication comprehension and listening skills in order to understand simple to moderately complex messages during communication activities in their personal and professional lives. They will also develop communication strategies for speaking and interacting with a target audience in professional situations. At the end of the course, students will be able to communicate orally at an intermediate level in fulfillment of this competency throughout their career. Students may reach level 6-7 on the CLB / NCLC Benchmark.

French 5 (OEL704) (3 credits)

The objective of this course is to expand vocabulary skills through exposure of the diversity of the French language. This is done with the support of literary, political, social and cultural articles from the French speaking world. At this level grammatical and sentence structures are interesting and complex. At the end of this course the student will have discussed and researched current affairs of French speaking Canada, given an opinion, given advice; expressed regret to hypothetical actions in the past, as well as applied verb tenses that establish sequential order to past actions.

Health Office Administrative Support

Section B.78
2025-07-02

Certificate (Part-time Continuing Education) (3026)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Health office personnel requires strong organizational skills and the ability to maintain an orderly flow of information. If you have an interest in health care, enjoy paperwork and are excited at the notion of becoming fluent in the language of health and medicine, then you may be headed for a new career as a Health Office Administrative Support person.

This is a part-time program that is offered online via the internet, while the final course (HOA107) is offered via independent study and can be started at any time. Online courses begin every January, May and September. Some online courses begin each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Employment settings include hospitals, physician's offices or other healthcare facilities; insurance or health maintenance organizations. Graduates of the Health Office Administrative Support Certificate program are employed as health office personnel such as unit clerk, receptionist or office assistant.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CLINICAL/LAB OR FIELD PLACEMENTS

Fieldwork experience provides the student with the opportunity to apply classroom theory to an actual employment situation. Students with experience in the health office field may apply for prior learning assessment (PLAR).

All applicants will be required to submit documentation of having completed the following procedures prior to entering clinical/lab, identified courses and/or field placement components of the program. If the appropriate documentation is not received with at least two weeks before the start of the identified clinical/lab/course and/or field placement, it may be necessary to withdraw the student from the course.

- **A current (within six months) Police Record Search.** This is required by students as they are enrolled in a program during which they will have unsupervised access to vulnerable persons
- **Immunization and Health Record Form.** This form includes the following immunization

requirements:, Two-step TB test, Immunity against measles, mumps and rubella, current tetanus, diphtheria immunization, current influenza immunization.

- **Statement of Confidentiality Form, WSIB, and Workplace Agreement Form.** These forms will be given to you to sign prior to your fieldwork placement.
- **WHMIS.**

All costs associated with these requirements are the responsibility of the student.

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

HOA104-3 Processing Physicians Orders

HOA106-2 Medical Office Billing

HOA107-4 Health Office Fieldwork

HOA108-3 Health Office Keyboarding

HOA109-4 Health Office Foundations

HOA110-3 Understanding Pharmacology and Medical Tests

HOA111-3 Computers in the Health Office

Note: HOA111 online substitutes are MS Office 2010 (OEL1200) or MS Office 2013 (OEL1138). Choose the course that matches your computer software.

MED111-3 Medical Terminology

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Processing Physicians Orders (HOA104) (3 credits)

Students learn how to interpret information on Physicians orders including medication dosages, modes of administration and frequencies. The course teaches students about the Health Office Administrative Support role in processing orders and recording orders. Students learn how to transcribe these orders through hands on simulations, using doctors orders. Topics covered include: types of orders, use of abbreviations and acronyms, components of a medication order and solving problems with the orders (case studies). At the end of the course, students will be able to demonstrate the knowledge and skills to transcribe orders.

Medical Office Billing (HOA106) (2 credits)

This course is designed to provide the student with the fundamentals of learning to be able to apply basic principles of health claim billing. Students will develop an understanding of the Ministry of Health (Ontario) Schedule of Benefits to complete precoded health claim cards for manual billing and reconciliation of accounts

Health Office Fieldwork (HOA107) (4 credits)

This course is designed to give students broad knowledge of the roles and responsibilities of the persons

working in health offices; specifically in support positions and the variety of health care services available. Students will be required to complete a written assignment and share their experience in a group setting.

Health Office Keyboarding (HOA108) (3 credits)

This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. This course is not intended to be a learn to type course. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter on-the-job, and will improve their keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included.

Health Office Foundations (HOA109) (4 credits)

This course focuses on personal and organizational skills required by persons employed in health care in an office or clerical assistant role. It examines the health record as it is used in health care organizations with a major emphasis on confidentiality and the legal aspects of health information documentation. You will learn to effectively carry out the role of assisting with administration while in the employment of a nursing unit or health care office. Assignments provide realistic practical experiences by performing a variety of tasks designed to develop sound decision-making skills and critical thinking skills.

Understanding Pharmacology and Medical Tests (HOA110) (3 credits)

This course has been designed to support medical office personnel to develop a basic understanding of a) pharmacology and b) medical tests. Content has been developed to guide you through the various body systems using a modular based approach.

Computers in the Health Office (HOA111) (3 credits)

This course will familiarize students with both hardware and software of their computer system. Successful graduates will be able to use the most common functions of Windows operating system including Windows Explorer program for file management. Students will review networks, internet and email use, as well as build, properly navigate Outlook and produce formatted documents using Microsoft Word and spreadsheets with Microsoft Excel.

Medical Terminology (MED111) (3 credits)

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.

PROGRAM OVERVIEW

A career in human resources involves helping an organization manage its people. This includes a wide range of activities including hiring and terminating, training, compensation, administering benefits and many other issues.

This is an exciting career area. An effective human resources department finds the employees who are the best fit for a given position, which results in giving the company a competitive advantage. Sault College's Human Resource Practices Certificate gives you the tools to launch your career in human resources. The courses within this Certificate also provides you with the opportunity to gain a national designation from Human Resource Professional Association (HRPA) and Certified Human Resource Professional (CHRP).

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

To graduate from this program, learners must achieve a minimum of 65% in each course within the program and an overall average of 70% or better in the program.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Graduates find employment in human resources departments.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CERTIFICATIONS

Successful completion of the ten Sault College courses will earn you a Sault College Human Resource Practices Certificate. These courses are also accepted by Human Resource Professionals Association (HRPA) - Certified Human Resource Professional (CHRP). There may be other requirements beyond the courses that you will need to investigate. More information can be found at www.hrpa.ca.

OTHER INFORMATION

For graduates of Business Diploma and Degree programs and possibly others, advanced credit standing is a possibility. Should you wish courses to be evaluated for equivalencies, forward your request to the Continuing Education Office.

PROGRAM OF STUDY

SEMESTER 1

OEL1024-3 Accounting Basics I
OEL1068-4 Training and Development
OEL125-3 Occupational Health & Safety
OEL135-3 Compensation Management
OEL1414-4 Human Resource Management Principles
OEL142-3 Industrial Relations
OEL398-3 Financial Management Accounting, Intro
OEL605-3 Human Resource Planning and Development
OEL729-3 Intro to Business Management and Organizational Behaviour
OEL735-3 Recruitment and Selection

Course Descriptions

Semester 1

Accounting Basics I (OEL1024) (3 credits)

This course introduces the student to how accounting information is used by, and meets the needs of both internal and external users through effective and efficient communication as well as what accounting information is required by a business concern to reflect clearly the operating results of the enterprise over its operating life. Throughout the course, students will be introduced to generally accepted accounting principles, the interpretation and preparation of financial statements and how this information is recorded in the various business records.

Training and Development (OEL1068) (4 credits)

The purpose of the Training and Development course is to provide students with an understanding of both the role of training and development in human resources management, and the procedures associated with the training and development function. The course will include the four key elements of the training and development function: needs analysis procedures, program design and development, facilitation and program administration, and evaluation. Students will be introduced to the psychology of the learning

process on which training and development is based and will gain an understanding of the design, implementation, and evaluation of training programs within organizations. Topics to be covered include adult learning theory, establishing learning objectives, the role of the training and development practitioner, needs analysis procedures, training and non-training solution strategies, effective facilitation, strategies for transferring the learning back to the work environment, and evaluation methods.

Occupational Health & Safety (OEL125) (3 credits)

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues-technical, legislative, political, and personal-are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs.

Compensation Management (OEL135) (3 credits)

This course provides the student with the foundation of the reward systems found in all organizations, whether profit or not-for-profit. The course examines both the theoretical and applied aspects of the compensation function, with special consideration of the major factors that influence the actual design of a compensation system.

Human Resource Management Principles (OEL1414) (4 credits)

Specific focus is on the factors that affect the overall atmosphere in the workplace and that which contributes to an environment conducive to maximum productivity. Students will be introduced to effective strategies for hiring, motivating, managing, training, and retaining staff. Students will study the following topics: the strategic importance of Human Resources and the role of the HR Manager; competitive challenges facing Human Resources; job analysis and design; Human Resources planning; recruitment and selection; orientation and training; employee relations; performance management; compensation; employee benefits and services; labour relations; health and safety; equity and diversity; and international human resources management. Significant emphasis will be placed on the team approach to creative problem-solving techniques and their application to selected case studies and a project that replicates actual on-the-job activities. Successful completion of this course, with a minimum final grade of 65%, will qualify as an approved credit towards the academic component of either the Certified Human Resources Professional (CHRP) or the Certified Human Resources Leader (CHRL) designations granted by the Human Resources Professionals Association (HRPA).

Industrial Relations (OEL142) (3 credits)

The subject will explore the nature of the industrial relations process. Considerable emphasis will be placed on negotiating and administering the collective agreement through to grievance arbitration.

Financial Management Accounting, Intro (OEL398) (3 credits)

The focus of this course is to provide students with an understanding of accounting, financial statements analysis, and managerial accounting-based decisions used by business and human resources managers. The fundamental principles of financial and management accounting will be combined with practical applications relating to various organizational forms. Using accounting information to help effect plans, controls, and decisions will be emphasized. It is recommended that students have a basic knowledge of accounting before taking this subject.

Human Resource Planning and Development (OEL605) (3 credits)

The focus is on human resources (HR) planning and includes the design of employee evaluation plans. Students learn how to forecast the human resources needs of an organization and to relate the requirements of the organization within ambient socio-political situations.

Intro to Business Management and Organizational Behaviour (OEL729) (3 credits)

This subject is an examination of the contemporary Canadian business environment including the organization, leadership and management decision process which influences the behaviour of individuals and groups. Increased global competition, technological change and the rising expectations of both employees and employers have underlined the need for improved and more effective leadership. This subject provides a better understanding of this process.

Recruitment and Selection (OEL735) (3 credits)

A basic study is undertaken of the principles, issues, trends, and legislative requirements affecting recruitment and selection. Human Resources professionals need an understanding of how recruitment and selection fits into the broader organizational structure, processes, and goals of an organization and how this function is related to the other functions of Human Resources management. Students will acquire the knowledge and skills needed to successfully identify human resource requirements and attract and retain an effective workforce for an organization. The changing legal environment and the impact of laws on recruitment and selection are an important component of this course.

Certificate (1224)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online certificate is designed for students interested in the theory, practice, and design of instructional content for various modes of delivery (e.g. in-person, online, or hybrid). Learners will gain the theoretical knowledge and practical skills required to design and develop instruction and/or training for a variety of fields including higher education and corporate training. This program is delivered fully online and will allow students to analyze the requirements, design elements, and structure of courses built using the instructional design principles they will be learning.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older

Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate

Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CERTIFICATIONS

Upon successful completion of the online Instructional Design certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1307-3 Instructional Design Principles
OEL1308-3 Digital Pedagogy
OEL1309-3 Course Design for Hybrid Learning
OEL1310-3 Alignment and Assessment Strategies
OEL1311-3 Instructional Design for Online Learning
OEL1312-3 Quality Assurance and Course Evaluation
OEL1313-3 Project Management for Course Design
OEL1314-3 Collaborative Framework: Working with Subject Matter Experts

Course Descriptions

Semester 1

Instructional Design Principles (OEL1307) (3 credits)

This course explores the foundational principles of instructional design including learning theories and pedagogical models that are commonly used in the instructional design process. The student will write and align measurable learning outcomes with curriculum and ensure course content is compliant with current industry design and accessibility standards.

Digital Pedagogy (OEL1308) (3 credits)

Digital pedagogy deals with not only the use of technology, but the appropriate use of technology to enhance the learning experience and engage the learner. This course will prepare students to evaluate, recommend and implement digital tools in a face to face, online, or hybrid environment.

Course Design for Hybrid Learning (OEL1309) (3 credits)

This course will prepare students to design a hybrid module from start to finish. Important issues on mixed-mode lesson planning are discussed as well as learning strategies geared towards both face to face and online delivery. Assessment strategies for hybrid delivery are also key to the design process and we will explore best practices for assessment creation and alignment.

Alignment and Assessment Strategies (OEL1310) (3 credits)

Design backward and build forward is an important instructional design principle. This course will explore the importance of aligning assessments to course and module outcomes. Activities and exercises which scaffold to the formative or summative assessments are discussed. The course also speaks to how to use quizzes and pre or post assessments effectively by keeping an eye to instructional design principles.

Instructional Design for Online Learning (OEL1311) (3 credits)

This foundational course introduces the student to current learning, instructional design theories, and models used to guide the effective design of online learning environments. The student will analyze learning needs of their target audience/learner profiles/ learner analysis and develop a design plan for a specific instructional approach

Quality Assurance and Course Evaluation (OEL1312) (3 credits)

A successful learning experience comes not only from proper curriculum and instructional design but also adhering to quality assurance protocols. In this course students explore a variety of quality assurance protocols as they apply to course development. The concept of piloting to gather students and instructor feedback is also discussed.

Project Management for Course Design (OEL1313) (3 credits)

Instructional design involves managing not only the design of curriculum in order to meet learning outcomes but also managing time requirements and other tangible and intangible resources. This course

explores the important concepts in project management specifically for educational design and development. We look at time management and cost control, conducting a proper needs analysis from an institutional level as well as strategies for determining scope.

Collaborative Framework: Working with Subject Matter Experts (OEL1314) (3 credits)

This course will explore the roles and scope of the instructional designer and subject matter expert in the framework of an instructional design project. Students will develop effective conflict resolution strategies as well as interpersonal communication skills. Communication skills to provide feedback and drive course revisions will also be covered.

Language Interpreter

Section B.81
2025-07-02

Certificate (Part-time Distance Education) (2034)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Language Interpreter Certificate is designed for **bilingual** individuals who wish to work as spoken language interpreters in the legal, health care, social service and domestic violence prevention sectors in Ontario.

Integrating theory, principles and concepts with practical application and skills development, the program aims to assist individuals in developing the introductory level competencies, skills, knowledge and attitudes required for proficient practise as language interpreters. This program incorporates essential employability skills, the fundamental, personal management, and teamwork skills necessary to get, keep, and progress in a job-of-choice, or to enter further postsecondary studies.

This 180-hour program provides an introduction to spoken language interpreting, with skills development practise in the major constituent tasks of interpreting, consecutive interpreting, sight translation and note taking, simultaneous interpreting, and a focus on setting-specific interpreting. The final 30-hour capstone course concentrates on the integration of all these skills in typical settings encountered by spoken language interpreters. This final course also incorporates a module that addresses some of the competencies required to operate a small business. Participants who successfully complete the program will demonstrate compliance with the Standards of Practice and Ethical Principles and an ethical code appropriate to the language interpreting profession. This program also incorporates essential employability skills, the fundamental, personal management and teamwork skills necessary to get, keep and progress in a job-of-choice, or to enter further postsecondary studies.

This program is intended for individuals who have written and oral fluency in English and a second language.

This introductory 180 hour program is comprised of six 30-hour modules delivered online. Courses start January, May and September. This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

You must be bilingual. Ontario Secondary School Diploma with Grade 12 English (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate

- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Spoken language interpreters are required in the legal, health care, social service and domestic violence prevention sectors in Ontario. The program will benefit individuals who wish to seek a career in interpreting, as well as those already working as interpreters who wish to upgrade their skills and obtain a college certificate.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca>

PROGRAM OF STUDY

SEMESTER 1

OEL755-2 Language Interpreter - Sight Translation
 OEL756-2 Language Interpreter - Simultaneous
 OEL762-2 Introduction to Spoken Language
 OEL763-2 Capstone Course, Skills Integration
 OEL784-2 Consecutive Interpreting
 OEL790-2 Setting Specific Interpreting

Course Descriptions

Semester 1

Language Interpreter - Sight Translation (OEL755) (2 credits)

Sight translation, sometimes referred to as sight interpretation, is a hybrid of interpreting and translation. Using documents related to a number of different settings, the course will instruct participants in the fundamentals of sight translation and assist in the development of related skills, such as reading comprehension, scanning for main ideas, fast reading, analysis of language, vocabulary enrichment and comprehension verification through paraphrasing. Students will also develop skills to manage ethical and performance challenges in sight translation.

Language Interpreter - Simultaneous (OEL756) (2 credits)

Simultaneous interpreting provides an immediate interpretation of speeches and dialogues. Through simulations, role plays and audio/visual exercises participants will develop skills in simultaneous interpreting without the use of electronic equipment. Subsequent to the theory overview, participants will practice: active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Based on exposure to exercises and simulations, participants will develop and practice entry-level skills and techniques used in simultaneous interpreting in various settings and contexts.

Introduction to Spoken Language (OEL762) (2 credits)

Introduction to Spoken Language Interpreting is the first course of a six course Language Interpreter program. This course presents the fundamentals of providing spoken language interpreting services in various settings. You will consider the role and responsibilities of the interpreter and discuss professional standards of practice and ethical principles to guide an interpreter's performance. The course also provides an introduction to various skills required for successful interpreting including note taking, active listening,

memory retention, mental transposition and verbalization in the target language.

Capstone Course, Skills Integration (OEL763) (2 credits)

The skills of consecutive interpreting and note taking, sight translation and simultaneous interpreting are practiced in preparation for this course's major component - the integration of interpreter skills and competencies through the Comprehensive Case Studies Method. The final module deals with professional comportment issues and some of the financial management skills required for the interpreter who works as an independent contractor.

Consecutive Interpreting (OEL784) (2 credits)

Consecutive Interpreting is the second course of the six course Language Interpreter Certificate Program. Following a brief overview of the theoretical framework underlying the process of consecutive interpreting, the course concentrates on the development of skills essential to the task of effective interpreting including: memory and comprehension, note taking, vocabulary building, and handling linguistic and ethical challenges assertively.

Setting Specific Interpreting (OEL790) (2 credits)

The course concentrates on the acquisition of knowledge and the enhancement of skills introduced in previous courses in preparation for interpreting in different settings. Four interpreting settings are introduced and explored; court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector. Protocols, procedures and techniques necessary for functioning effectively as an interpreter are reviewed and discussed, forming the basis for problem solving exercises. A variety of articles and accompanying self-study and terminology development activities enrich the course. Research and field observation provide context for course content. Skill and knowledge development and assessment are supported by role plays and case scenarios.

Leadership Development Series

Section B.82
2025-07-02

Certificate (Part-time Distance Education) (1275)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Developed and administered in association with Ontario's community colleges, leading business and industry professionals, this new college certificate will enhance leadership skills and develop new skills to help you meet career and organizational objectives.

The program will provide you with a solid foundation if you are looking to enter leadership positions or are currently in a front line or middle management position.

The program builds on your existing skills and experience and provides opportunity to apply those skills to workplace situations.

All courses are offered online via the internet. Online courses begin every January, May and September.

Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

The Leadership Development Series Certificate is intended for persons who have employment experience and are planning towards or currently working in a leadership role.

For more details on related occupations, job market information and career opportunities, see the

PROGRAM OF STUDY

SEMESTER 1

OEL1052-2 Employment Law (LDS)
OEL1076-2 Creative & Critical Thinking (LDS)
OEL1079-2 Project Management (LDS)
OEL1080-2 Performance Management (LDS)
OEL1101-2 Communication (LDS)
OEL1109-2 Managing Change (LDS)
OEL1110-2 Human Relations (LDS)
OEL1111-2 Leading Responsibly (LDS)
OEL1112-2 Leading Teams (LDS)
OEL856-2 Finance (LDS)

Course Descriptions

Semester 1

Employment Law (LDS) (OEL1052) (2 credits)

Today's workplace is highly regulated from the commencement of the employment relationship through to its termination. An examination of both statutory law and common law will be undertaken in both federal and provincial jurisdictions. Students will review employment standards, health and safety, labour relations, pay equity and human rights legislation as it applies to management and unionized employees and leaders.

Creative & Critical Thinking (LDS) (OEL1076) (2 credits)

Thinking is any mental activity that helps formulate or solve a problem, make a decision, or fulfill a desire to understand. Today more than ever, leaders need to be creative and critical thinkers in order to deal with all aspects of organizational, strategic and societal situations or environments. You will learn how to think creatively and critically and apply those skills to both professional and personal situations. For leaders, fine-tuning your creative and critical thinking skills will assist you in strategic planning, decision-making and problem solving.

Project Management (LDS) (OEL1079) (2 credits)

Leadership today involves all aspects of an organization and multiple skills, duties and responsibilities. This course is designed to meet the needs of leaders in any organization who may be new to project management or who have not had formal project management training. This course provides the practical knowledge to start and complete a project successfully from a leadership perspective. You will learn how the elements of the Project Management Body of Knowledge are applied during each phase of a project's life cycle and the implications of project management on leadership within an organization. This will help establish priorities and effectively manage your projects and project teams.

Performance Management (LDS) (OEL1080) (2 credits)

This subject will focus on performance analysis, counseling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management.

Communication (LDS) (OEL1101) (2 credits)

Effective communication skills are essential to all aspects of life and this course specifically addresses communications in contemporary businesses and organizations. It is important to be aware of the wide variety of communication methods and technological tools which are available, and which should be used

to convey a particular message. Managing communication channels requires time management, and effective informal and formal communication skills. This course discusses communication styles, presentation skills, how to facilitate meetings and social media.

Managing Change (LDS) (OEL1109) (2 credits)

Today's leaders are often called upon to implement and support the change process. They need to be able to identify and respond to internal and external factors that will determine when and what type of change initiatives are required. Environmental scanning, identifying trends, implementing and measuring successful change are all essential to developing and managing change to the benefit of the organization. Organizational readiness and risk assessment will also be covered in the context of best practices.

Human Relations (LDS) (OEL1110) (2 credits)

This course will provide leaders with the appropriate skills and knowledge to be able to effectively recruit personnel, train them, and manage their performance in a professional manner. Leaders will use their knowledge of the concepts of statutory and common law to conduct interviews, handle performance problems, counsel and discipline as required, plan and direct training needs assessments, methods and program delivery.

Leading Responsibly (LDS) (OEL1111) (2 credits)

Sustainability in business is often related to profitability. Organizations now need to incorporate practices that include a more holistic approach to the responsibility corporations have to their communities and the environment. Leaders need to assess the impact of the business in an ethical and globally sustainable way using measures such as Corporate Social Responsibility and triple-bottom line accounting.

Leading Teams (LDS) (OEL1112) (2 credits)

This course will examine the leader's role in the development and success of teams in the workplace. Leaders will learn the differences between a group and a team, analyze various types of teams including Self Directed Work Teams, and explain how coaching and mentoring skills assist team effectiveness.

Finance (LDS) (OEL856) (2 credits)

Leaders in any organization need to understand the cost of doing business. Financial documents are used to explain how money is used in a business and can be interpreted to predict an organization's success. The ethical and effective use of financial statements and ratio calculations for forecasting and budget preparation can ensure investments or withdrawals within an organization will produce a healthy return or mitigate decline in other areas. Knowing the processes for assessing ROI, creating a budget and anticipating variances are critical in any organization in order to make effective decisions.

Legal Office Assistant

Section B.83
2025-07-02

Certificate (Part-time Distance Education) (2026)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Legal Office Assistants aid lawyers in providing legal services. A career as a legal office assistant will give you insight into the working life of a law firm or a legal environment.

This program is not intended for law clerks or paralegals.

The Legal Office Assistant is a part-time program that is offered online via distance education. You must have access to a computer, the internet and an email account. All courses are offered online via the internet. Online courses begin every January, May and September.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

ACADEMIC RECOMMENDATIONS

It is recommended that participants have an aptitude for detail, excellent writing and communication skills, familiarity with office procedures and computer systems, knowledge of formats, and a typing speed of at least 35 wpm.

CAREER PATHS

Graduates of the program may seek employment in: private law offices, corporate legal departments, insurance companies, real estate offices, financial institutions, government offices and agencies.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1246-3 Legal Office Procedures
OEL1252-3 Wills and Estates Law Procedures
OEL1253-3 Real Estate Procedures
OEL1254-3 Corporate Law Procedures
OEL1398-3 Real Estate Law Applied
OEL562-3 Legal Terminology
OEL606-3 Litigation Practice and Procedure 1
OEL674-3 Litigation Practice and Procedure 2
OEL687-3 Family Law Practice and Procedure

Course Descriptions

Semester 1

Legal Office Procedures (OEL1246) (3 credits)

The day-to-day operations of a legal environment follow clearly defined steps, guidelines, and regulations. A successful administrator keeps these requirements in mind while approaching complex tasks. Students in this course demonstrate critical thinking skills in applying problem-solving models to typical office tasks, while also identifying ways to integrate available office technologies into these models where appropriate. Students explore an administrator's role in producing a variety of documentation according to established protocols and procedures. This course also continues to explore the expectations surrounding professionals in the role of legal administrator, including a commitment to information privacy, personal accountability in their roles including following instructions and creating documents based on the instructions, the importance of accuracy, and cultivating strong interpersonal relationships with both coworkers and clients.

Wills and Estates Law Procedures (OEL1252) (3 credits)

This course examines the role of a legal administrator in relation to wills and estates law proceedings in support of the legal team. Students identify the components of forms used in each field, including, but not limited to, Powers of Attorney and wills. Emphasis is placed on Ontario legislation governing the administration of estates. Students are also expected to determine the appropriate uses of client information based on techniques learned in the course and knowledge gained about the fields.

Real Estate Procedures (OEL1253) (3 credits)

This course is designed to enable students to understand the steps and procedures of a residential real estate transaction and the purpose of each stage. Real Estate Law terminology, a study of the land systems in Ontario, and documents used both paper and electronic are examined.

Corporate Law Procedures (OEL1254) (3 credits)

This course examines the role of a legal administrator in relation to corporate law proceedings in support of the legal team. Students identify the components of forms used in each field, including, but not limited to, annual filings, articles of incorporation, and corporate changes. Emphasis is placed on corporate regulation measures at the Ontario and Federal levels. Students are also expected to determine the

appropriate uses of client information based on techniques learned in the course and knowledge gained about the fields.

Real Estate Law Applied (OEL1398) (3 credits)

This course is designed to enable student to understand the steps and procedures of a residential real estate transaction and the purpose of each stage. Emphasis is placed on preparing all documents required to complete a residential transaction from opening the file to examining the Agreement of Purchase and Sale to preparing all letters and documents including e-reg documents and final reporting letters.

Legal Terminology (OEL562) (3 credits)

Students will build a vocabulary of common legal terminology used within a law office, government agency, court systems, social services and current affairs through practice, study guide and quizzes.

Litigation Practice and Procedure 1 (OEL606) (3 credits)

Advance your knowledge and expertise in the area of civil litigation. Students will become familiar with a wide range of activities, responsibilities and document preparation in the complex area of civil litigation process including Small Claims Court, Superior Court, Family Law, Collections and Enforcement proceedings.

Litigation Practice and Procedure 2 (OEL674) (3 credits)

As a continuation of Litigation Practice & Procedure 1, you will review the processes and procedures generally used in a law office for the purpose of litigation.

Family Law Practice and Procedure (OEL687) (3 credits)

Develop a basic knowledge of family law practice and procedures as defined by the Rules of Civil Procedure for Ontario and the Family Law Act as required in the role of a Legal Assistant. This course will include knowledge of domestic contracts, divorce procedure, and family litigation.

Marketing Specialist

Section B.84
2025-07-02

Certificate (Part-time Distance Education) (2032)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Marketing Specialist Certificate is designed to provide you with an opportunity to focus exclusively on marketing topics thereby acquiring specialized skills and knowledge that will prepare you for an entry level position in a variety of marketing settings. This includes participation in the design of an organization's marketing and business plan.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 5 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Entry level position in a variety of marketing settings including participation in the design of an organization's marketing and business plan.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

PROGRAM OF STUDY

SEMESTER 1

OEL1015-3 Personal Selling
OEL1186-3 Social Media Marketing
OEL1425-3 Marketing Research Techniques
OEL464-3 Marketing 2
OEL661-4 Finance and Accounting Math
OEL768-3 Marketing 1

Course Descriptions

Semester 1

Personal Selling (OEL1015) (3 credits)

This course is designed to provide students with an introduction to the sales process and is intended to help students to develop their selling, communication, and negotiation skills in order to be successful in a sales career. Topics presented include: the steps in the selling process, ethical issues in selling, the importance of the sales function, and integrating technology in the sales process. Students also learn how to develop negotiation skills, establish successful customer relationships, develop winning communication skills in a variety of presentation situations. This course is highly interactive and each student will be expected to fully participate online. Each student will be required to prepare and deliver a sales presentation as a part of this course.

Social Media Marketing (OEL1186) (3 credits)

In this course you will be provided with a fundamental understanding of many of the different social media channels including the use of mobile apps and games for social media marketing. Once an understanding of the social media channels is established you will learn how to leverage the channels to engage audiences, and integrate with traditional media, in order to achieve marketing objectives.

Marketing Research Techniques (OEL1425) (3 credits)

This course is designed to use a hands-on orientation in identifying and evaluating business marketing solutions through the examination of several research techniques and applications. The student will use the key principles of problem statement creation, experimental research, and the questionnaire design process to develop actionable research solutions to help solve modern marketing problems.

Marketing 2 (OEL464) (3 credits)

Marketing 2 is the second course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments: price strategy and management; distribution management; marketing communications; and emerging directions in marketing. The first three segments of Marketing 2 provides coverage of the remaining components of the marketing mix that was introduced in Marketing 1.

Finance and Accounting Math (OEL661) (4 credits)

This course introduces the student to the concepts and procedures of the time value of money calculations used in Mathematics of Finance. It covers topics in simple interest, compound interest, simple and general annuities, bonds and cost-benefit analysis.

Marketing 1 (OEL768) (3 credits)

Marketing 1 is the first course of a two course Introduction to Marketing designed to provide students with a sound grounding in the field of marketing. Emphasis is placed on the formulation of integrated marketing strategies that play a role in achieving organizational objectives. The course is divided into four segments:

marketing process and marketing environments; marketing planning and information collection processes; buyer behaviour and targeting strategies; and marketing mix (two components of the mix are discussed: product and price).

Medical Transcription

Section B.85
2025-07-02

Certificate (Part-time Continuing Education) (3052)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Medical Transcription Certificate will give you the opportunity to acquire expertise in the language of health care and the medical environment. You will gain the knowledge and skills required to transcribe dictated reports and correspondence.

In addition to transcribing the report into the desired format, transcriptionists also verify the dictation for accuracy - both medical accuracy and English language accuracy - so that the final report is a clear, medically accurate representation of the encounter between patient and provider. The development of the electronic medical record has increased the importance of ensuring the accuracy of the patient's medical history, as more medical professionals access and rely on this record. Transcriptionists play a vital role as part of the medical team.

Please note that this program has **not** been assessed for requirements to qualify for Certified Medical Secretary Certification (CMS) with the Ontario Medical Secretary - Health Care Association.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C or mature student status. Students are advised that experience with word processing software is essential for success. Students must purchase a WAV pedal 7 and software and headphones.

CAREER PATHS

As a graduate, your employment opportunities may include medical transcriber positions in hospital departments of Health Records, Diagnostic Imaging, and Pathology, in various medical clinics, or in private practice specialties and other community facilities, physicians' offices and online transcription companies. If you have an entrepreneurial spirit you may decide to consider using your transcription capabilities to establish an independent business.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
HOA108-3 Health Office Keyboarding
HOA109-4 Health Office Foundations
HOA110-3 Understanding Pharmacology and Medical Tests
MED111-3 Medical Terminology
MTC102-3 Beginning Medical Transcription
MTC103-3 Advanced Medical Transcription
MTC104-3 Medical Transcription Styles and Practices
MTC105-3 Medical Transcription Fundamentals
Electives:

Choose two electives:

- MTC106-2 How To Start A Small Business
- MTC107-2 Small Business Bookkeeping
- HOA106-2 Medical Office Billing
- HOA104-3 Processing Physicians Orders
- MTC109-3 MS Office Essentials for the Health Office Personnel
- MTC100-3 Writing Grammatically
- MTC108-3 Dental Terminology

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Health Office Keyboarding (HOA108) (3 credits)

This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. This course is not intended to be a learn to type course. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter on-the-job, and will improve their keyboarding speed and accuracy. A very brief introduction to Medical Transcription is included.

Health Office Foundations (HOA109) (4 credits)

This course focuses on personal and organizational skills required by persons employed in health care in an office or clerical assistant role. It examines the health record as it is used in health care organizations with a major emphasis on confidentiality and the legal aspects of health information documentation. You will learn to effectively carry out the role of assisting with administration while in the employment of a nursing unit or health care office. Assignments provide realistic practical experiences by performing a variety of tasks designed to develop sound decision-making skills and critical thinking skills.

Understanding Pharmacology and Medical Tests (HOA110) (3 credits)

This course has been designed to support medical office personnel to develop a basic understanding of a)

pharmacology and b) medical tests. Content has been developed to guide you through the various body systems using a modular based approach.

Medical Terminology (MED111) (3 credits)

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.

Beginning Medical Transcription (MTC102) (3 credits)

This is a beginning medical transcription course designed to provide you with a working knowledge of transcription of medical reports. Transcription is taking the spoken word and turning it into a written document. Case studies are provided so that you will gain knowledge in the transcribing of various medical reports.

Advanced Medical Transcription (MTC103) (3 credits)

This advanced medical transcription course is designed for transcriptionists wishing to perfect their skills in medical transcription and terminology. The main purpose of this course is to develop and refine your transcription skills to a competitive level by using the learning activities included with the textbook.

Medical Transcription Styles and Practices (MTC104) (3 credits)

Learn concepts and standards of style and format of medical reports and basic grammar rules in medical documentation. Prepare for medical transcription by applying industry standards, as set by the American Association for Medical Transcription. The course introduces information not encountered outside of healthcare documentation. You will review dictation “clips that briefly introduce you to dictation, and allow for practice in applying the standards. This will prepare you for “Medical Transcription Fundamentals” (MTC105).

Medical Transcription Fundamentals (MTC105) (3 credits)

This course will enhance the learning achieved in previous courses for medical transcription that you will need to enter the field with confidence. You will experience a practical and effective approach, with follow-up to promote class discussion and exercises designed to reinforce concepts and procedures. You will have a conceptual and practical understanding of general medical terms and various medical specialties in a way that is easy to remember. Detailed transcription tips throughout the course will offer useful information and hints. The course includes 10 hours of actual dictation, sample reports and other data needed to prepare the documents discussed in the class.

Certificate (3155)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program prepares nurses to deliver kidney care to affected patients across all stages of the kidney care journey, from early detection through dialysis, palliative care and transplant.

It provides nurses with the knowledge required to promote and deliver competent, safe and ethical care to those at risk for developing or affected by renal disease and/or insufficiency.

PROGRAM OUTCOMES

Through successful completion of this program, the graduate will have reliably demonstrated the ability to:

1. Differentiate between normal and abnormal anatomy and function of the kidney and renal system and related pathophysiology to determine physiological needs and care priorities.
2. Discuss the diagnosis, etiology, therapeutic management and care of individuals living with and families affected by kidney disease in relation to acute renal failure, peritoneal dialysis, hemodialysis, end-stage renal disease, transplantation and palliative/end-of-life care to prioritize patient-centred priorities across the trajectory of chronic kidney disease.
3. Discuss considerations and implications related to nursing care for specific populations at-risk for developing or affected by kidney disease (e.g. older adults, children, individuals living with diabetes and/or hypertension, etc.) to appropriately tailor an individualized plan of care.
4. Examine current and emerging trends in relation to the diagnosis and care of individuals at risk for or living with kidney disease, including movement towards person-centred care in community-based settings and the functional integration of services in order to best achieve desired outcomes at the patient and system levels.
5. Apply a comprehensive approach to assessment and an individualized approach to care planning as guided by the nursing process to best meet the unique needs of persons at-risk for developing or affected by kidney disease.
6. Design care plans and practices to support individuals at-risk for or living with kidney disease to maintain health and wellness and engage in supported self-management.
7. Discuss adaptation and coping strategies that could assist individuals living with kidney disease to develop self-management capabilities that enable them to adopt personal health practices and access system services and supports.
8. Recommend evidence-based methods and tools to support the implementation of effective nephrology nursing care within the context of inter-professional collaborative delivery models.
9. Examine the effectiveness of care for individuals living with kidney disease according to the appropriate nursing-sensitive outcomes and patient/community/population-level outcomes.
10. Examine legal issues, ethical implications and patient advocacy strategies for nurses related to the care of individuals living with and families affected by kidney disease in the context of professional practice standards.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Current College of Nurses Certificate of Registration as a Registered Nurse or Registered Practical Nurse

Students must successfully complete all courses within 5 years of acceptance into the program in order to graduate.

Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

The program is directed to licensed Practical Nurses and Registered Nurses in Ontario who are seeking to specialize or broaden their knowledge of nephrology.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1267-3 Living with Chronic KD

OEL1268-3 Transplant Patient

OEL1269-3 Hemodialysis Patient

OEL1270-3 Peritoneal Dialysis

OEL1271-3 Nursing Care Across the Kidney Disease Trajectory

OEL1272-3 Normal and Abnormal Kidney Function

OEL1282-4 Mentored Knowledge Integration

Course Descriptions

Semester 1

Living with Chronic KD (OEL1267) (3 credits)

This course prepares students by providing a deepened understanding of the complexities related to the experiences and effects of kidney disease on the daily life of individuals and their families. Throughout the course, there will be an emphasis on person centered care as it applies to kidney disease. Students will be given the opportunity to examine current research, use critical thinking and problem solving skills, and incorporate nursing models and frameworks to further their understanding of the lived reality that kidney disease patients and their families must undertake.

Transplant Patient (OEL1268) (3 credits)

This course examines professional nursing practice in the context of caring for individuals in need of kidney transplantation. Emphasis is placed on the delivery of competent, safe and ethical care for this patient population, as guided by the nursing process, evidence-based practices and a person-centred approach to care. Methods and tools that support clinical decision-making and comprehensive approaches to care are emphasized.

Hemodialysis Patient (OEL1269) (3 credits)

Hemodialysis is a common renal replacement therapy offered in hospital-based units and increasingly in community-based settings, including the home. This course prepares the learner with requisite knowledge for providing competent, safe and ethical care to the hemodialysis patient, as guided by the nursing process, evidence-based practices and a person-centered approach to care. Methods and tools that

support clinical decision-making and comprehensive approaches to care are emphasized.

Peritoneal Dialysis (OEL1270) (3 credits)

Examine professional nursing practice in the context of caring for individuals undergoing peritoneal dialysis. Emphasis is placed on the delivery of competent, safe and ethical care for this patient population, as guided by the nursing process, evidence-based practices and a person-centered approach to care. Methods and tools that support clinical decision-making and comprehensive approaches to care are emphasized.

Nursing Care Across the Kidney Disease Trajectory (OEL1271) (3 credits)

This course deepens the learners understanding of authentic therapeutic relationships within the context of caring for the person with kidney disease through health promotion, disease prevention and management and palliative/end-of-life care. A person-and family-centered approach is emphasized as foundational to developing and implementing an individual plan of care in collaboration with the inter-professional team. Team-based interventions to support patient empowerment and well-being throughout the lifespan and course of treatment are stressed.

Normal and Abnormal Kidney Function (OEL1272) (3 credits)

This course prepares the learner with the knowledge required to understand the normal anatomical and structures and physiological functions of the renal system. It introduces the experienced nurse to etiology and pathophysiology related to acute and chronic kidney conditions, their diagnoses, typical progression and common implications for individuals at risk for developing or affected by kidney disease and their families.

Mentored Knowledge Integration (OEL1282) (4 credits)

This course provides the learner with opportunities to deepen, integrate and apply knowledge related to concepts, care and treatments modalities in nephrology nursing through a coordinated online seminar and mentored practicum. Students apply professional practice concepts and synthesize knowledge acquired throughout the program by developing and presenting a knowledge integration project that emphasizes an evidence-based and person-centered approach to meeting complex needs of populations at risk for or affected by kidney disease. Building upon curricular outcomes of the program, emphasis is placed on emerging trends, issues and health system transformation priorities related to the growing need to provide care in community-based settings.

Occupational Health and Safety

Section B.87
2025-07-02

Certificate (Part-time Continuing Education) (3260)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

There is a growing concern for the safety of people in their work environments and the related hazards that may be found therein. Prompted by governments and their agencies, labour and management have identified the need for greater experience, knowledge and expertise in the field of occupational health and safety for the protection of people in the workplace.

This program provides you with solid training in the required practices of occupation health and safety. In addition to providing the fundamentals, the program also incorporates components that provide you with the knowledge to oversee workplace safety programs and offer solutions.

Successful Completion of this certificate program may meet the eligibility requirements for CRST certification. For more information regarding CRST certification, [click here to learn more about the requirements](#).

Once you complete your certificate, you can choose the pathway to your Bachelor of Science in Occupational Health and Safety degree at Columbia Southern University. Successful graduates are eligible for program acceptance and credit transfer. As an added bonus of this partnership, Sault College students also receive 10% off their tuition. Please email ontariolearn@saultcollege.ca for more information.

All courses are offered online via the internet. Online courses begin every January, May and September.

This program is not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

ACADEMIC RECOMMENDATIONS

Familiarity with computers and the Internet in general.

CAREER PATHS

Occupational health and safety practitioners work in government, business and industry; all environments in which potential hazards to safety and health must be identified and controlled.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1092-3 Legislation for Health and Safety
OEL1093-3 Environment Management: An Introduction
OEL125-3 Occupational Health & Safety
OEL525-2 Management Labour Concerns in Occupational Health and Safety
OEL569-3 Industrial Hygiene
OEL595-3 Fire Protection
OEL724-3 Ergonomics

Course Descriptions

Semester 1

Legislation for Health and Safety (OEL1092) (3 credits)

This course covers the various jurisdictions; how to locate the specific legislation; the interface between the statutes, regulations, codes, and standards; the obligations of employers and of employees; the Workplace Safety and Insurance Act and Regulations, filing claims, entitlement decision making, benefits, appeals, and re-employment.

Environment Management: An Introduction (OEL1093) (3 credits)

The development of analytical and evaluation skills is required in the management of environmental issues. Students are exposed to environmental policies, legislation procedures, and become familiar with the implications and effects of environmental management strategies. The application and development of site inspections and program auditing are explored to assist in the recognition and analysis of potential environmental risks as they would apply in the development of an environmental management system.

Occupational Health & Safety (OEL125) (3 credits)

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues-technical, legislative, political, and personal-are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs.

Management Labour Concerns in Occupational Health and Safety (OEL525) (2 credits)

Emerging trends and current management issues, concepts, and practices pertaining to the field of occupational health and safety are examined. Discussion focuses on several functional characteristics within organizations that pose unique challenges for the practitioner attempting to effectively manage resources, both material and human.

Industrial Hygiene (OEL569) (3 credits)

Workplace safety encompasses the anticipation, recognition, evaluation and control of chemical, physical and biological hazards arising in or from the workplace. Workplace Hazardous Materials Information System (WHMIS) and other relevant legislation are explored.

Fire Protection (OEL595) (3 credits)

The risk of fire is a threat to health, safety and the delivery of services. Students learn specific information related to fire and life safety. Topics include the chemistry and physics of fire, building design for life safety, and other aspects of fire and life safety. Applicable legislation related to fire and life safety is also covered.

Ergonomics (OEL724) (3 credits)

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics.

Office Assistant

Section B.88
2025-07-02

Certificate (Part-time Continuing Education) (2036)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Looking for a job can be tough. Companies want people with skills and experience. But if you don't have current skills, successfully getting employment can pose a real challenge. Skilled office clerical support is vital for success in today's office environment. This core program will prepare you with fundamental computer and service skills for any office environment. Completion of this certificate provides training for entry into a variety of office clerical support positions.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

As a graduate of this certificate you will be equipped with the skills needed for entry into office clerical support positions in a variety of business sectors. Occupation titles may include Receptionist, Office Clerk, Administrative Assistant and others.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1063-1 Outlook Level 1
OEL1084-3 Computer Keyboarding Skills I
OEL1172-3 Excel
OEL1221-3 Office Technology and Procedures
OEL136-3 Introduction to Computers
OEL1410-3 Word - Expert
OEL1429-3 Quickbooks Online
OEL384-3 Building and Maintaining Customer Relationships
OEL770-3 Communications II
OEL858-4 Office Simulation

Course Descriptions

Semester 1

Outlook Level 1 (OEL1063) (1 credits)

Students will learn how to communicate with each other, manage their time and work more efficiently using Microsoft Office Outlook 365. Proper email etiquette for sending and receiving electronic mail, organizational methods for storing mail, mailboxes, address books, contact lists, tasks and journals are among the topics covered.

Computer Keyboarding Skills I (OEL1084) (3 credits)

In this course students learn keyboarding techniques using various methods. Keyboarding speed and accuracy are emphasized. Proofreading and editing documents is covered. Research about repetitive stress injury (RSI) and proper ergonomics is included. The student should be able to achieve a minimum speed of 25 net words per minute (nwpn) with 98% accuracy with frequent practice.

Excel (OEL1172) (3 credits)

Learn to use Microsoft Excel to create and format spreadsheets in order to analyze data and make more informed business decisions. You will discover how to; create, edit, format and print workbooks; use mathematical formulas and functions; create and format charts and shapes; insert images; cut, copy and paste data.

Office Technology and Procedures (OEL1221) (3 credits)

This course helps the student acquire practical and transferable office administration skills, attitudes, behaviours and knowledge, which can be valuable in obtaining and retaining careers in today's fast-changing office environment. Topics covered include Internet research and email messages; managing time and stress; telecommunications; office reception and customer service; planning meetings and travel arrangements; handling the office mail; and document management.

Introduction to Computers (OEL136) (3 credits)

This course will familiarize students with the digital world by exploring the hardware and software of their computer system. Students will learn to use the most common functions of the Windows operating system including File Explorer for file management, utility programs, various web browsers for social media while observing and identifying security and privacy concerns and issues. Students will learn to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas

using Microsoft Excel and create commanding presentations with Microsoft PowerPoint while using the cloud to store and access their files.

Word - Expert (OEL1410) (3 credits)

Learn to use advanced MS Word 2019 & 365 software features required to prepare complex and prepare professional documents. Learn to manage document options and settings, design advanced documents, create advanced references, and create custom word elements.

Quickbooks Online (OEL1429) (3 credits)

Examine the difference between QuickBooks Pro and QuickBooks Online (QBO, a cloud-based accounting software program). Apply key features including: tracking and communicating with customers, invoicing, supplier management, profitability analysis, HST management and reporting.

Building and Maintaining Customer Relationships (OEL384) (3 credits)

Students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs and fostering an environment that encourages customers to return.

Communications II (OEL770) (3 credits)

Effective communication is an essential employability skill required for the workplace and attaining a career position. This course focuses on developing and enhancing personal presentation and communication skills required to function in the workplace. Students will research and prepare a variety of standard business documents and correspondence used across industries. An emphasis will be placed on researching and compiling a targeted job search portfolio that includes cover letter, resume, and related documents. Utilizing technologies for the purpose of creating a professional presence in digital environments is introduced.

Office Simulation (OEL858) (4 credits)

This course is a capstone course of the Office Assistant Certificate program. Students will have an opportunity to integrate their word processing and spreadsheet skills by completing a variety of office tasks. Students will prioritize work in order to complete tasks within time constraints.

Certificate (Part-time Distance Education) (3255)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The program is designed to develop knowledge, skills and attitudes required to be involved with caring for the terminally ill and their families. This program benefits social service workers, RPNs, personal support workers, volunteers and clergy. Students will develop compassionate care skills and knowledge of comfort measures to improve the quality of remaining life for those with terminal illness.

This is a part-time program that is offered online via the internet. Online courses begin every January, May and September. Some online courses begin each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Graduates will have a specialized understanding of providing compassionate care in which the quality of life is the objective. Social service workers, RPNs, personal support workers, volunteers and clergy would all benefit from this training.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

PROGRAM OF STUDY

SEMESTER 1

OEL1164-2 Psychological and Social Implications

OEL587-2 Comfort Measures

OEL602-2 Orientation to Palliative Care

OEL603-2 Palliative Care Communications

OEL648-3 Ethical/Legal and Spiritual Concerns

Course Descriptions

Semester 1

Psychological and Social Implications (OEL1164) (2 credits)

This course is designed to enable students to develop a basic understanding of psychological and social implications in oncology and palliative care patients and their families throughout the trajectory of the illness experience. Topics to be explored include psychological distress, suffering, factors affecting coping and helping relationships, the grief journey, the role of culture, social changes during illness, end-of-life tasks, planning for death, burnout, and caring for caregivers.

Comfort Measures (OEL587) (2 credits)

The focus will be on comfort measures for the terminally ill patient. There will be an emphasis placed on promoting a realistic independence for the client based on his/her support systems.

Orientation to Palliative Care (OEL602) (2 credits)

This course will provide an overview of Palliative Care and coping with death, dying and grief. The focus is to provide you with a review of the concepts of Palliative Care, the multidiscipline team, hospice, current approaches to care, roles, issues and expectation. Identify what resources are available and discuss home care vs. institutional care.

Palliative Care Communications (OEL603) (2 credits)

This course will focus on communication with individuals with a life-limiting illness, their families and significant others. Topics include: basic process and steps of effective communication, factors influencing personal and cultural attitudes in communication, identifying basic verbal and non-verbal communication, self-care for palliative care providers, and identifying challenges and facilitators to effective communication in palliative care.

Ethical/Legal and Spiritual Concerns (OEL648) (3 credits)

This course will provide an overview of ethical, legal and spiritual issues in palliative care. Death and dying in relation to various life stages and cultural influences will be explored.

Certificate (3057)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Perioperative nursing is a nursing specialty in which nurses work with patients who are having operative or other invasive procedures.

Perioperative nurses work closely with surgeons, anaesthesiologists, surgical technologists, and nurse practitioners in a variety of perioperative settings, which can include hospital and non-hospital surgical suites, interventional radiology rooms, and ambulatory care clinics.

This program will support Registered Nurses (RNs) and Registered Practical Nurses (RPNs) in building the necessary knowledge and expertise to care for clients in perioperative settings. The program includes four theory courses designed to provide a theoretical knowledge base in perioperative nursing, followed by a field placement where students will apply the concepts learned throughout the program.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance and Certificate Requirements:

- Current College of Nurses of Ontario Certificate of Registration as a Registered Nurse or Registered Practical Nurse.
- Applicants possessing degrees/diplomas from institutions where the language of instruction was not English will be required to provide test scores as evidence of their English language proficiency such as IELTS 6.5 with no bands less than 6.0, or equivalent scores in other recognized standard tests of English.
- Students must successfully complete all courses within 5 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CLINICAL/LAB OR FIELD PLACEMENTS

Sault College's priority will always be to try to find a suitable Field Placement in your home community.

To be able to attend these practicum experiences, you'll need to complete the requirements listed below and bring in documents to support completion prior to starting your practicum placement. This is necessary to have in place before practicum starts as planning begins several weeks in advance. Having your requirements completed ensures that you are able to gain the experience needed to meet the course outcomes successfully.

1. Standard 1st Aid Certificate (current within 3 years)
2. CPR (Health Care Provider or Basic Life Support Level) Certificate (yearly recertification required)
3. WHMIS Certificate (current within one year)
4. N95 Mask Fit Testing Card (renew every 2 years). Successful mask fit testing requires a **clean shaven face** (minimal facial hair) to administer the test.
5. Immunization & Health Record
 - A complete College Health Form along with official immunization documentation must be submitted it to the College Health Centre. Contact your health care provider, medical clinic or in Sault Ste. Marie and District, Algoma Public Health if you need to update your immunization record.

Documentation of the following is required:

- proof of a 2-step Mantoux test for tuberculosis. For a known positive test, you must be assessed by a physician and receive medical documentation to have access to placement (a chest x-ray is required). If a 2-step was completed over a year ago; a 1 step TB test is required.
- proof of measles, mumps and rubella immunization
- proof of tetanus/diphtheria immunization
- proof of chicken pox immunization
- Influenza immunization each October/November of the program. The flu vaccine is not mandatory however in the event that a student refuses the vaccine, the student must follow placement agency policies. This may mean removal from clinical placement for the duration of an influenza outbreak. Students can contact their coordinator if they have any questions.
- **NOTE:** Hepatitis B vaccination is not mandatory but strongly recommended.
- successful completion of all four theory courses
- Proof of current and valid RN or RPN registration

Criminal Record Check with Vulnerable Sector Search

- This document is mandatory for agencies to grant access to vulnerable persons. You will be given detailed information about obtaining a current Criminal Record Check during the first month of classes or when clinical placements are confirmed. **(Note: If a criminal record exists or charges are pending, you are required to disclose this information to the Chair of the Health Programs before the start of your program.)**
- Criminal Record Check with Vulnerable Sector Search is a yearly requirement that must be updated annually.

All costs associated with these requirements are the responsibility of the student.

You will also sign a Statement of Confidentiality Form.

For further information regarding clinical and field placement requirements for this program, please email continuingeducation@saultcollege.ca.

CERTIFICATIONS

Upon successful completion of the online Perioperative Nursing certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1004-3 Perioperative Nursing 1
OEL1035-3 Perioperative Nursing 2

SEMESTER 2

OEL1045-3 Perioperative Nursing 3
OEL1046-3 Perioperative Nursing 4

SEMESTER 3

PNP100-10 Perioperative Nursing Placement

Course Descriptions

Semester 1

Perioperative Nursing 1 (OEL1004) (3 credits)

This course is designed to provide the nurse with a basic knowledge level of the roles s/he will fulfill in the perioperative setting. The role of the scrub and circulating nurse are explored as part of the perioperative team. The course focuses on patient and staff safety, infection control and aseptic principles, the nurses role in assisting with anesthesia and patient positioning in collaboration with other team members, basic instrumentation, sutures and needles and surgical modalities. The focus will be on the adult patient (age 19-65). The overall goal of the course is to present the information and skills required to prepare the nurse to practice within a surgical setting at a beginners level. The ORNAC Standards (Operating Room Nurses Association of Canada) are referred to whenever applicable to support learning.

Perioperative Nursing 2 (OEL1035) (3 credits)

This course explores wound healing, post-operative care and pain management. The focus is then on the nursing care required and the various procedures related to gastrointestinal, hepatobiliary, gynecologic, hernias and breast surgeries. The adult patient (ages 19-65) is the targeted population. The overall goal of the course is to present the information and skills required to prepare the nurse to practice within a surgical setting at a beginner's level. The Operating Room Nurses Association of Canada (ORNAC) Standards are referred to whenever applicable to support learning.

Semester 2

Perioperative Nursing 3 (OEL1045) (3 credits)

This course focuses on the nursing care required and the various procedures related to ENT, neck/thyroid/parathyroid, paediatrics, plastics/reconstructive, orthopedics, trauma, neurosurgery and ophthalmic surgeries. The adult patient (ages 19-65) is the targeted population with the exception of the paediatric lesson. The overall goal of the course is to present the information and skills required to prepare the nurse to practice within a surgical setting at the beginner's level. The Operating Room Nurses Association of Canada (ORNAC) Standards are referred to whenever applicable to support learning.

Perioperative Nursing 4 (OEL1046) (3 credits)

This course focuses on the nursing care required and the various procedures related to cardiac, vascular, thoracic, geriatric, genitourinary and ambulatory surgeries. Interventional and Image Guided procedures are also explored. A lesson is included on the surgical hand scrub, gowning and gloving as a refresher for the student prior to entering the clinical placement. The adult patient (ages 19-65) is the targeted population with the exception of the geriatric lesson. The overall goal of the course is to present the information and skills required to prepare the nurse to practice in a surgical setting at the beginner's level. The Operating Room Nurses Association of Canada (ORNAC) Standards are referred to whenever applicable to support learning.

Semester 3

Perioperative Nursing Placement (PNP100) (10 credits)

Goals are set and strategies are identified to meet the student's needs in selected perioperative areas. This 150-hour placement provides the opportunity to apply theory to the perioperative clinical setting that best suits your learning needs. A major assignment will be to examine a specific surgery and formulate a case study.

Professional Bookkeeper

Section B.91
2025-07-02

Certificate (Part-time Distance Education) (2052)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Professional Bookkeeper Certificate program provides you with the knowledge required to perform bookkeeping functions. This program consists of five courses which must be completed within seven years of your start date.

This program is delivered online via the internet. Most online courses are offered at the start of each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses must be completed within 7 years, unless otherwise specified.

NOTE: Enrolling in the Professional Bookkeeper Certificate program will align you with Canada's largest and fastest-growing certifying body of bookkeepers. Graduates can fast-track toward the nationally recognized Certified Professional Bookkeeper (CPB) designation. Students will also have access to a preferred student membership rate, full of member benefits that will provide access to continuing education and networking opportunities with bookkeeping professionals across Canada!

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English(C) ENG4C or mature student status. Basic computer skills are also required.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Graduates may seek employment in small business, as well as medium and large-sized corporate environments in all sectors.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

PROGRAM OF STUDY

SEMESTER 1

OEL1024-3 Accounting Basics I

OEL1025-3 Accounting Basics II

OEL237-3 Taxation I

OEL732-3 Payroll Administration

Electives:

Students must complete one of the following courses:

- OEL1229 - Computerized Accounting
- OEL1429 - Quickbooks Online

Course Descriptions

Semester 1

Accounting Basics I (OEL1024) (3 credits)

This course introduces the student to how accounting information is used by, and meets the needs of both internal and external users through effective and efficient communication as well as what accounting information is required by a business concern to reflect clearly the operating results of the enterprise over its operating life. Throughout the course, students will be introduced to generally accepted accounting principles, the interpretation and preparation of financial statements and how this information is recorded in the various business records.

Accounting Basics II (OEL1025) (3 credits)

In this second of the two introductory accounting courses, students will expand their understanding of accounting principles and concepts while covering specific topics including: accounts receivable, capital assets, corporations' shareholders' equity, and bonds payable. Preparation of the Statements of Retained Earnings and Changes in Financial Position will also be covered. Finally, the students will expand their understanding of the role of financial statement users by studying financial statement analysis.

Taxation I (OEL237) (3 credits)

This is an introductory course to federal income tax in a Canadian setting. Students will gain an understanding of the underlying objectives and principles of income taxation. Topics include employment income, business income, income from property, investment income and capital gains. Personal tax returns for individuals will be completed both manually and using a tax preparation software program.

Payroll Administration (OEL732) (3 credits)

This course covers the following topics: maintaining payroll records; salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation of payroll journal entries; preparation of Records of Employment; preparation of T4s and T4 Summary; Workers' Compensation; Employment Standards; and validate the use of Computerized Payroll systems. Course is equivalent to CIB accredited courses.

Project Management (Part Time Continuing Education)

Section B.92
2025-07-02

Certificate (Part-time Continuing Education) (2024)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Are you organized and love to manage projects in a timely and cost-effective manner? Then Project Management is looking for you!

The Project Management program at Sault College prepares you to manage projects on time and on budget while managing project scope, project changes, risk and human resources – skills that employers across many industries love!

Closely aligned with the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) curriculum, the Sault College 8-month graduate certification introduces you to the practice of managing individual and multiple projects through the tools, technologies and methods used in professional settings in Ontario and internationally.

We know you're an innovative and organized problem solver. Let's show the world the real you!

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 (C) ENG4C or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

The program is directed to managers and supervisors in a variety of fields (industrial, government and service sector, retail).

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.iobbank.gc.ca/>

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1176-3 Project Contracting, Procurement and Quality Management
OEL1177-3 Project Cost and Risk Management
OEL1405-3 Introduction to Project Management
OEL1406-3 Project Communications and Human Resource Management

Course Descriptions

Semester 1

Project Contracting, Procurement and Quality Management (OEL1176) (3 credits)

Quality has become a primary component of competitive advantage and customer loyalty in the global economy. This applies to services as well as products. In the project management context, all work products must support the project throughout its life cycle. The scope of the project must be defined to include the quality standards of the project outputs, thus planning-in quality. Procurement and contracting are also major components of the global economy: from local contracting to offshore outsourcing and manufacturing, companies must be able to function in a highly distributed and increasingly competitive environment ensure their survival and success.

Project Cost and Risk Management (OEL1177) (3 credits)

The first part of this course will cover the fundamentals of project cost management and control including project estimating at the project definition and approval stage, budgeting, resource costing and allocation, and status reporting. In the second part of the course, students will be introduced to a structured multi-tiered approach that can be used to identify the different types of risks associated with projects such as technical, time, costs, quality and others. Students will learn to communicate risks effectively and share the responsibility of managing risks with your team members, customers and management.

Introduction to Project Management (OEL1405) (3 credits)

Project management practitioners need to understand the established industry norms, methods, and practices for managing all stages of the project life cycle and its related processes. Students are introduced to the fundamental principles of project management, such as project strategy, selection, scheduling, risk management, quality assurance, performance measurement, audit and closure. By participating in discussions, analyzing readings, and conducting preliminary research, students acquire a working understanding of project management knowledge and theory.

Project Communications and Human Resource Management (OEL1406) (3 credits)

The most valuable resource in any project is often the people whose talent and efforts will contribute to its success. This course will explore organizational communications, how it functions and how to overcome communication barriers in groups and with individuals. The course also emphasizes how to build the skills and knowledge needed to plan an effective project group, recruit quality people to staff it, and build them into an effective team. Participants will also learn leadership principles and tools for successfully motivating a team.

Pulp and Papermaking Operations

Section B.93
2025-07-02

Ontario College Certificate (Part-time Distance Education) (5075)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Pulp and Papermaking Operations program is most valuable if you are already working in the pulp and papermaking industry and wish to improve your knowledge of pulp and papermaking processes for personal satisfaction or employment advancement.

With the rapid changes in responsibility coupled with downsizing, many employers have expressed a desire to utilize better-trained, more knowledgeable workers. Graduates of this program possess knowledge of all important processes used in this varied and large industry.

Some courses are offered online via the internet, while others are offered independent study. Online courses begin every January, May and September. Independent study courses are print-based and can be started anytime.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (ENG4C) or mature student status, with a background in science and mathematics.

CAREER PATHS

While graduates may find employment at entry-level positions in pulp and paper mills, this program will be most beneficial to those already employed in the industry, or to technical sales/service personnel who call on mills throughout the country.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CLINICAL/LAB OR FIELD PLACEMENTS

You must have access to lab facilities in a pulp and/or paper mill for PPE121 Introduction to Pulp and Paper Testing.

PROGRAM OF STUDY

SEMESTER 1

OEL136-3 Introduction to Computers

OEL770-3 Communications II

PPE150-3 Pulp & Paper Industry Overview

SEMESTER 2

OEL815-3 Applied Resource Calculations

PPE110-4 Paper Manufacture

PPE121-4 Introduction to Pulp and Paper Testing

PPE157-4 Pulp and Paper Science

PPE164-3 Environmental Control

PPE166-3 Paper Quality

PPE368-5 Finishing and Converting Operations

Electives:

Choose **one group of electives** that suits your paper mill pulping process:

- PPE112-5 Raw Materials and Mechanical Pulping Process **AND**
- PPE122-4 Screening, Cleaning and Bleaching - Mechanical Pulps

OR

- PPE156-5 Raw Materials and Chemical Pulping Process **AND**
- PPE123-4 Screening, Cleaning and Bleaching - Chemical Pulps

Course Descriptions

Semester 1

Introduction to Computers (OEL136) (3 credits)

This course will familiarize students with the digital world by exploring the hardware and software of their computer system. Students will learn to use the most common functions of the Windows operating system including File Explorer for file management, utility programs, various web browsers for social media while observing and identifying security and privacy concerns and issues. Students will learn to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas using Microsoft Excel and create commanding presentations with Microsoft PowerPoint while using the cloud to store and access their files.

Communications II (OEL770) (3 credits)

Effective communication is an essential employability skill required for the workplace and attaining a career position. This course focuses on developing and enhancing personal presentation and communication skills required to function in the workplace. Students will research and prepare a variety of standard business documents and correspondence used across industries. An emphasis will be placed on researching and compiling a targeted job search portfolio that includes cover letter, resume, and related documents. Utilizing technologies for the purpose of creating a professional presence in digital environments is introduced.

Pulp & Paper Industry Overview (PPE150) (3 credits)

This is a survey course designed to give the beginning student a broad understanding of the scope of the Ontario, Canadian and global pulp and paper industry. The size, socioeconomic value and product range of the industry will be studied. Basic coverage of the technologies used in product manufacture will be covered. The economics of the industry, including the integration with the saw milling industry will be dealt with. Problems facing the industry, some possible solutions and the likely shape of the industry in the future will be discussed.

Semester 2

Applied Resource Calculations (OEL815) (3 credits)

This course includes a review of basic algebraic processes, estimation, the metric system, practical applications in plane and solid geometry, word problems, ratio, proportion, and percent.

Paper Manufacture (PPE110) (4 credits)

The course is designed to provide the student with the basic knowledge of the entire papermaking process starting with the nature of the fibres and stock preparation. It progresses through stock proportioning and use of chemical additives to stock delivery on the paper machine. Wet-end papermaking specifics for single and twin wire fourdrinier as well as cylinder type machines will be covered. Press types and their operation, wet press felts and felt cleaning will be studied. Paper dryers, their operation and energy consumption will be explored. Size presses, on-machine controls, overall operation and paper quality will be studied.

Introduction to Pulp and Paper Testing (PPE121) (4 credits)

This course will introduce students to the various routine tests done in pulp and paper mills. It is not intended to train qualified testers, but merely to allow them the opportunity to experience firsthand how the test equipment works and give them an appreciation of the value of accurate testing. Reports of students testing results will be submitted for grading. Students will be required to arrange a preceptor with a pulp and paper mill in order to complete the experiments.

Pulp and Paper Science (PPE157) (4 credits)

This course deals with the scientific fundamentals from the chemistry and physics disciplines which are the basics for understanding the technologies used in the pulp and paper industry. The course material is split in approximately equal portions between chemistry and physics fundamentals.

Environmental Control (PPE164) (3 credits)

This course is designed to provide the student with basic knowledge of the nature of liquid and gaseous waste streams arising from the manufacture of pulp and paper. Concepts of suspended and dissolved solids, biological and chemical oxygen demand (BOD and COD), toxicity, particulates and total reducible sulphur (TRS) will be dealt with. Current and innovative waste treatment processes, pollution laws, control orders and pollution economics will be covered. Special attention will be focused on provincial and federal Environmental Acts, in particular how these relate to employer and employee responsibilities.

Paper Quality (PPE166) (3 credits)

The purpose of this course is to introduce the student to those important paper qualities needed to satisfy customer and consumer demand. Preparation of simple reports, calculation of results and the application of statistical process control will be included.

Finishing and Converting Operations (PPE368) (5 credits)

The first part of this course covers the final stages of paper and paperboard manufacture known as paper finishing. Here, students will deal with unit processes and product qualities related to calendaring, supercalendering, winding, coating, sheeting, wrapping and storage. The second part of the course, called converting, deals with processes involved in letter press, offset and gravure printing and in the manufacture of corrugated board and cartons, folding cartons, specialty papers and absorbent products. In addition, end-use qualities and appropriate tests will be covered.

Records and Information Management

Section B.94
2025-07-02

Certificate (2063)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This online certificate is designed to provide learners with the knowledge and skills required to maintain accurate and up-to-date records and information using the latest technology in a variety of settings including professional, scientific and technical services; finance and insurance; healthcare; public administration across all levels of government; non-profit organizations; and manufacturing. Graduates of the program will have the skills necessary to collect, classify, store, retrieve, archive and manage a spectrum of records and information, which is critical in today's digital information age.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older

Completion of grade 12 U or C English (e.g. ENG4C)

It is recommended that learners have basic Windows computer and Internet skills (e.g. managing files and folders, keyboarding, email and Internet searches).

Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.

Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CERTIFICATIONS

Upon successful completion of the online Records and Information Management certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1315-3 Records and Information Management Fundamentals

OEL1316-3 Active Records Management

OEL1317-3 Document Management Technology

OEL1318-3 Archives

Electives:

Choose two electives:

OEL1319 - Research and Reporting

OEL1320 - Management Information Systems

OEL1221 - Office Technology and Procedures

OEL615 - Essentials in Health Records Management

Course Descriptions

Semester 1

Records and Information Management Fundamentals (OEL1315) (3 credits)

Explore the field of records management and the role of records management programs in organizations. Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records. Optional course for Library students; required course for Records and Information Management Certificate students.

Active Records Management (OEL1316) (3 credits)

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Required course for Records and Information Management Certificate students.

Document Management Technology (OEL1317) (3 credits)

An introduction to electronic documents, imaging and micrographic technology is provided in this course. You will explore how these technologies can be applied to records management, short and long-term storage and retrieval for active and inactive documents. Some topics: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats. Required course in the Records and Information Management Certificate students at Mohawk College.

Archives (OEL1318) (3 credits)

Develop an understanding of archival theory and practice. Focus on the nature of archival documents, the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventative conservation and facility planning and security. Library option (elective) for Library and Information Technician Diploma; required for Records and information Management Certificate students.

Certificate (2700)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The fully online Social Entrepreneurship Certificate program is designed for individuals who want to make a positive difference to society by operating or working for a community-based business that implements solutions to social, cultural, or environmental issues.

You will gain an understanding of yourself as a citizen of the world and learn the entrepreneurial and business skills needed to affect change and make a positive impact through a social enterprise.

This seven-course program is comprised of six compulsory courses and one elective course, allowing learners to tailor the program to their learning needs and interests.

Learners must complete six compulsory courses listed below.

- OEL8008 Social Entrepreneurship
- OEL854 Global Citizenship
- OEL1387 Design Thinking
- OEL138 Entrepreneurship
- OEL1386 Entrepreneurship II
- OEL1388 Fundamentals of Entrepreneurship

Learners must complete one of the following elective courses listed below.

- OEL1385 Opportunities in the Green Economy
- OEL1384 Introduction to Sustainability and Business
- OEL856 Finance (Leadership Development Series)
- OEL1101 Communication (Leadership Development Series)
- OEL1389 Methods of Fundraising
- OEL1390 Change Leadership for Sustainability

PROGRAM OUTCOMES

Graduates will be able to:

1. Describe how individuals can affect change and discuss how the actions of others can be incorporated into personal actions.
2. Describe the impact of a social enterprise.
3. Identify a gap (need) in the market and develop a product or service to meet that need.
4. Develop a business plan that includes concept identification and development, planning, start-up, maintenance, management and expansion of a small business enterprise.
5. Recognize the economic, social, political, and cultural variables which impact on a new business venture.
6. Explore the concepts of design thinking and the creative process and apply design thinking tools and methods to find solutions that resolve problems or challenges.

7. Lead the design for a corporate sustainability vision and mission statement that demonstrates sustainable environmental, social and professional practices for an existing or future business.
8. Apply ethical principles, appeals to corporate social responsibility, and accepted theories in environmental sustainability to business decisions and plans.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Minimum Academic Requirements

1. Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older
2. Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
3. Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

Social Entrepreneurs operate in a variety of fields such as health, sanitation, natural resources, service industry, hospitality, and education.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL138-3 Entrepreneurship

OEL1386-3 Entrepreneurship II

OEL1387-3 Design Thinking

OEL1388-3 FUNDamentals of Entrepreneurship

OEL8008-3 Social Entrepreneurship

OEL854-3 Global Citizenship

Electives:

Learners must complete one elective of their choosing from the list below.

- OEL1385 Opportunities in the Green Economy
- OEL1384 Introduction to Sustainability and Business
- OEL856 Finance (Leadership Development Series)
- OEL1101 Communication (Leadership Development Series)
- OEL1389 Methods of Fundraising
- OEL1390 Change Leadership for Sustainability

Course Descriptions

Semester 1

Entrepreneurship (OEL138) (3 credits)

This course will cover a wide variety of topics for those interested in starting, or seeking employment in, a small business. The course will capture the entrepreneurial spirit, and students will get first-hand exposure to the benefits and drawbacks of starting a new business and being your own boss. Issues pervasive in small businesses such as spotting trends or taking advantage of niche business opportunities will be discussed and factored into class exercises. Students will have the opportunity to practice start-up skills through feasibility analysis, the idea pitch, defining markets, targeting customers, operations, and deciding on which type of business to start. The ability to maintain and sustain operations of a small business will be experienced with particular attention to budgeting, forecasting, and cash management. In this course, students will have an authentic opportunity to test their entrepreneurial skills through a real business venture.

Entrepreneurship II (OEL1386) (3 credits)

This course will cover the creation of a comprehensive business plan. The course will capture the entrepreneurial spirit, and students will get first-hand exposure to the benefits and drawbacks of starting a new business and being your own boss. Through the steps in creating the business plan, students will have the opportunity to practice start-up skills through defining markets, targeting customers, and addressing financial planning such as cash management, budgeting, and financing. At the conclusion of the course, students will each have the opportunity to pitch their plan to a potential investor.

Design Thinking (OEL1387) (3 credits)

Design Thinking uses a designer mindset to produce business innovations in products and services, with a focus on deep understanding of and empathy with the people who use them. Following a holistic innovation process for an area of interest or organization, students build an initial business case and apply design thinking and creative problem-solving strategies to make innovation a sustainable practice.

FUNDamentals of Entrepreneurship (OEL1388) (3 credits)

FUNDamentals of Entrepreneurship is a gamified business simulation where students assume the role of an entrepreneur pursuing their passion of selling clothing online and in their retail store. The player subscribes to the guidance of a business coach and will build a successful venture in a virtual neighbourhood. The player can upgrade their store and operations by completed learning modules and testing. Through self-paced gameplay, students learn important concepts from Finance, Human Resources, Marketing, Health and Safety, Risk Management and more. In the process, they acquire the skills to effectively run a company as they upgrade their operation by completing learning modules and quizzes. Each student has a unique playing experience via in-game customization's, such as avatar creation, and store design. All content is contained within the game ? no textbook is required.

Social Entrepreneurship (OEL8008) (3 credits)

Social entrepreneurship blends the desire to make a positive impact on one's community by implementing business solutions to social, cultural, or environment issues through a profitable business. Students will be introduced to different models of social entrepreneurship and will learn about the key knowledge and skills needed to build their own social enterprise.

Global Citizenship (OEL854) (3 credits)

The world is shrinking. The ice caps are melting. A sneeze, thousands of kilometres away, starts a health pandemic, and technology enables us to intimately view not only earthquakes and tsunamis but human rights violations around the world. This reality calls for an understanding of sustainability, diversity, and social justice. A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help student's *gain personal understanding of themselves as citizens of the world* and apply it in their own lives.

This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Social Media and Digital Communications

Section B.96
2025-07-02

Certificate (2165)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate is designed for individuals who have a background or interest in business, marketing, advertising, communications, or web design who want to learn about the dynamic field of social media and digital communications, which has changed the way organizations interact and communicate with customers and employees.

Learners will gain the practical skills and knowledge needed to effectively use and leverage social and digital media tools required by today's employers, and will learn about social media marketing and strategies, including best practices and cautions; emerging technologies and tools; and communicating to different target groups using different digital communication tools.

Learners must complete five compulsory courses, as well as one elective of their choosing from the list below.

OEL1302 - Social Media Policy - Applied

OEL1303 - Social Media Risk management

OEL1304 - Writing for the Web

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance and Certificate Requirements

- Students must have an Ontario Secondary School Diploma (OSSD), or equivalent, or be 19 years of age or older.
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study

- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Social Media and Digital Communications certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1297-3 Introduction to Social Media
 OEL1298-3 Developing a Social Media Strategy
 OEL1299-3 Monitoring & Measurement
 OEL1300-3 Digital Communication
 OEL1301-3 Applied Social Media in Business
Electives:

Choose one elective:

OEL1302 - Social Media Policy - Applied

OEL1303 - Social Media Risk Management

OEL1304 - Writing for the Web

Course Descriptions

Semester 1

Introduction to Social Media (OEL1297) (3 credits)

Learners explore the fundamentals of social media. Topics covered include an introduction to social media and other emerging technologies and tools, current trends and future directions, benefits, values and risks. Learners analyze case studies to assess how social media impacts and influences fields, such as communication and marketing, and how it informs future trends and developments.

Developing a Social Media Strategy (OEL1298) (3 credits)

Learners develop a social media strategy. The focus is on skills-building and on creating and implementing a social media strategy including identifying and working with social media tools, assessing how tools support overall branding, advertising, marketing and/or communication strategies. Learners explore, identify and engage online communities that support internal and external social media strategies. In addition, learners are introduced to resources that aid in the development and implementation of effective social media strategies. Through case studies, learners explore both best practices and cautions when designing social media strategies.

Monitoring & Measurement (OEL1299) (3 credits)

Learners explore how to monitor and measure the impact of a social media strategy or social media efforts. Specifically, learners learn which tools are available for monitoring and measuring social media efforts. Through online discussion, learners discuss the challenges of ongoing measurement in a rapidly changing field and explore strategies for addressing these challenges. Learners are also introduced to basic Search Engine Optimization (SEO) and how social media efforts can lead to increased and effective website traffic.

Digital Communication (OEL1300) (3 credits)

Social media requires a different approach to communication and writing in terms of how you write, who you are communicating with and how your message is received. Using social media tools, learners practise and assess their social media writing capacity. Topics, such as generational preferences, integrating informal writing and communication for corporate purposes, personal branding and communicating appropriately to different target groups using different digital communication tools are explored. Learners discuss the importance of building an online personal brand and develop a personal blog for the purposes of branding and managing their online reputation.

Applied Social Media in Business (OEL1301) (3 credits)

Learners explore the application of social media in business organizations. A range of topics, such as corporate branding, fundraising, social media advocacy campaigns, how to realign and utilize traditional approaches to marketing, and advertising and branding using social media are discussed. Best practices for using social media as a learning and collaboration tool within organizations and in a professional networking and expertise-sharing capacity are also discussed and established. Learners will develop the skills to assess and identify the suitability of social media platforms, the importance of ethical and respectful communication in building professional relationships, the delivery of outstanding customer service and an understanding of the importance of networking with professionals via social networks.

Strength-Based Perspectives in Helping

Section B.97
2025-07-02

Certificate (2705)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Strength-Based Perspectives in Helping Certificate will provide you with knowledge and skills to apply evidence-based practices for increasing happiness, building resilience, and enhancing overall life satisfaction for self and others - whether for personal or professional growth.

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.

This multi-disciplinary program will benefit you in any workplace that focuses on optimizing human strengths and capacities, instilling hope, and promoting wellness.

The program is comprised of three compulsory courses and three elective courses; the compulsory courses collectively examine the nature of happiness, the development of personal strengths and relationships, positive strategies for professional practice, and the wellness benefits of social responsibility, caring behaviour, and purposeful engagement in the world.

Select elective courses that focus on one or more practices known to increase happiness and life satisfaction (e.g. creativity, health and vitality, relational and interpersonal skills).

Complete the three compulsory courses

- OEL8000 Happiness: Pathways and Pitfalls
- OEL8001 Positive Perspectives: Methods and Strategies
- OEL854 Global Citizenship

Complete three elective courses from the list below

- OEL1208 Wellness for Life
- OEL604 Stress, Wellness, and Nutrition
- OEL1368 Lifestyle Coaching
- OEL187 Creative Writing for Beginners
- OEL1369 Quest for Wisdom
- OEL1266 Mental Health and Society
- OEL1370 Introduction to Counselling
- OEL1371 Sociology: Diversity and Social Change
- OEL8011 Mental Health and Wellness

PROGRAM OUTCOMES

Graduates will be able to:

- Demonstrate a strength-based approach to helping that focuses on a client's skills and interests, and

their capacity for resilience, well-being and overall life satisfaction.

- Support individuals and groups in identifying personal strengths and potential sources of pleasure, optimism, achievement and fulfillment in their own lives.
- Plan and facilitate opportunities for clients to engage in practices known to increase happiness and well-being, with emphasis on creativity, health and vitality, relational and interpersonal skills, spirituality and service to others.
- Apply solution-focused strategies for helping clients establish and maintain positive habits, attitudes and practices associated with physical, mental, social and emotional growth and development.
- Recognize socio-cultural, political and environmental factors that impact levels of happiness and well-being around the world and the ways in which individuals can effect change.
- Facilitate and encourage contributions to positive local, regional, national and/or global well-being, and understand how these initiatives support a client's own sense of purpose and meaning.
- Implement self-care strategies to enhance personal growth and professional practice, and minimize occupational stressors related to the helping professions. This includes supporting one's own resilience, optimism, and coping skills by actively investing in health and fitness, creativity, mutually supportive relationships and community connection.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Minimum Academic Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

Occupational Areas:

- Community Services
- Social Services
- Education
- Health
- Fitness
- Recreation

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>

CERTIFICATIONS

Upon successful completion of the online certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL8000-2 Happiness: Pathways and Pitfalls

OEL8001-2 Positive Perspectives: Methods and Strategies

OEL854-3 Global Citizenship

Electives:

Learners must complete three elective courses of their choosing from the list below.

- OEL1208 Wellness for Life
- OEL604 Stress, Wellness, and Nutrition
- OEL1368 Lifestyle Coaching
- OEL187 Creative Writing for Beginners
- OEL1369 Quest for Wisdom
- OEL1266 Mental Health and Society
- OEL1370 Introduction to Counselling
- OEL1371 Sociology: Diversity and Social Change
- OEL8011 Mental Health and Wellness

Course Descriptions

Semester 1

Happiness: Pathways and Pitfalls (OEL8000) (2 credits)

In this course, you will explore the nature of happiness (what it is and isn't) and why the things we think will make us happy, so often don't. More importantly, you will become familiar with evidence-based activities, habits, strategies and circumstances that are known to increase happiness, and can be applied to your own life and the lives of others. Course material will be drawn primarily from the fields of Positive Psychology, Humanistic Psychology and Evolutionary Biology, but will also include explorations of happiness as reflected in the works of popular artists, musicians, and writers. Throughout the course, you will be encouraged to develop a personal philosophy of happiness that combines your own unique characteristics with evidence-based strategies for creating a well-lived life.

Positive Perspectives: Methods and Strategies (OEL8001) (2 credits)

As best practices in health, education and community services increasingly adopt strength-based approaches to client care, self-care and social development, there is a growing need for professional qualifications in applying positive perspectives. This multidisciplinary course focuses on methods and strategies that help individuals identify strengths, enhance resilience, uncover sources of enjoyment and pleasure, and increase life satisfaction through evidence-based practices. The emphasis is on wellness rather than pathology. Course materials will be drawn primarily from the field of Positive Psychology but will also include explorations of relational practice, strength-based approaches in helping, leadership/coaching skills and solution-focused strategies drawn from a range of professional disciplines.

Global Citizenship (OEL854) (3 credits)

The world is shrinking. The ice caps are melting. A sneeze, thousands of kilometres away, starts a health pandemic, and technology enables us to intimately view not only earthquakes and tsunamis but human rights violations around the world. This reality calls for an understanding of sustainability, diversity, and social justice. A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help student's *gain personal understanding of themselves as citizens of the world* and apply it in their own lives.

This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Certificate (1245)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate is designed for professionals who work in a variety of fields (e.g. crisis response, criminal justice system, social services, child protection) providing services to and advocating for victims of crime.

Students will develop an understanding of the history and theories of victimization, victims' rights, victim populations, crime and its effects on victims, and the role of victim services agencies in the planning, delivery, and evaluation of victim services and advocacy. Specific course emphasis is given to issues such as childhood physical and sexual abuse, intimate partner violence, elder abuse, human trafficking, and sexual assault.

Graduates of the program will be able to plan, implement, and evaluate interventions aimed at prevention and healing for victims of crime; advocate for victims of crime; and develop plans for referring victims of crime to appropriate services.

Learners must complete six compulsory courses listed below

- Victimology: Theoretical Perspectives
- Victims of Crime
- Indigenous Peoples: Understanding and Reducing Victimization
- Victim Assistance Services
- Victimology: Assessment and Intervention
- Diversity and Victim Assistance

Learners must complete two elective courses of their choosing from the list below

- Human Trafficking & Intersectionality
- Violence Against Women
- Men as Victims
- Childhood Victimization
- Victimization and The Law
- Self-Care and Professional Practice

PROGRAM OUTCOMES

Graduates will be able to:

1. Assess individuals, families and groups for the risk and experience of victimization.
2. Advocate for victims of crime within the criminal justice and other systems.
3. Identify special considerations in communicating with diverse populations.
4. Plan, implement and evaluate interventions aimed at prevention and healing for victims of crime.
5. Develop plans to refer victims of crime to appropriate services.
6. Identify, analyze and apply current research and theory to victim services.
7. Assess the personal impact of delivering victim services and employ self-care strategies.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Minimum Academic Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or 19 years of age or older
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.
- Students are recommended to have a diploma or degree in a related field prior to registering for this program.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Upon completion of the program, individuals may find employment opportunities within a variety of occupational fields providing services to victims of crime, including social services, child protection, crisis response, the criminal justice system and in policy areas related to victimization.

Potential career and industry options may include working in:

- Child Protection
- Group Homes or Shelters
- Community-Based Victim-Oriented Resource Centres
- Social Services

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Victimology certificate program, students will obtain a Sault College certificate.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1137-2 Indigenous Peoples: Understanding and Reducing Victimization

OEL1234-3 Victims of Crime

OEL1278-3 Victim Assistance Services

OEL1357-3 Victimology: Theoretical Perspectives

OEL1358-3 Victimology: Assessment and Intervention

OEL1359-2 Diversity and Victim Assistance

Electives:

Choose two electives:

OEL1360 - Violence Against Women

OEL1361 - Men and Victimization

OEL1362 - Childhood Victimization

OEL1363 - Victimization and the Law

OEL1364 - Professional Development and Self Care

OEL8003 - Human Trafficking

Course Descriptions

Semester 1

Indigenous Peoples: Understanding and Reducing Victimization (OEL1137) (2 credits)

Indigenous people are overrepresented both as victims and offenders. You will explore the impact of the residential schools, effects of colonialism on traditional values and culture, as well as structural victimization. You will critically examine and assess Canada's principal approaches to addressing victimization and offending by and against Indigenous peoples. Through discussion and experiential learning from an Indigenous perspective, you will gain insight and understanding of Indigenous teachings, Indigenous worldview, culturally relevant healing, crime prevention and restorative justice.

Victims of Crime (OEL1234) (3 credits)

It is essential for professionals in the field of victimology to ensure that victims of crime are not further traumatized by the very interventions designed to assist. Students examine the impact of various types of victimization including cyber-crime, homicide, sexual assault, elder abuse, drunk driving, assault, intimate partner violence, globalization, human trafficking and fraud. Students explore issues of grief, loss, trauma response and the costs associated with victimization. Case studies and role playing, assessment, advocacy and advanced communication skills are developed through discussion.

Victim Assistance Services (OEL1278) (3 credits)

Victim service professionals are required to collaborate with service agencies to plan, deliver and evaluate victim service programs and initiatives. Students research and identify the vast array of community, provincial and national services, including financial remedies, counselling, mental health, medical and addiction services. Students learn to facilitate interagency communication and multidisciplinary case management. Through case studies, students identify and assess the needs of victims, identify the most appropriate referrals, and present strategies and approaches that can be used to advocate for victims within and between various systems.

Victimology: Theoretical Perspectives (OEL1357) (3 credits)

The majority of Canadians experience criminal victimization at some point in their lifetime. The meaning of the term victim is explored through theoretical perspectives and case studies. Students conduct critical analysis and learn research methods in the field of victimology. Students are introduced to victim classifications, community victimization, the link between victimization and offending and violence prevention strategies. Special attention is also given to the examination of the development of victims' rights at the regional, national and international level.

Victimology: Assessment and Intervention (OEL1358) (3 credits)

Victim assistance workers must be able to plan and implement skills and techniques aimed at the prevention of crime and healing of victims. Students are introduced to the theoretical basis and practice of victim service interventions. Students learn to conduct threat assessments, triage, facilitation, mediation, negotiation, and non-violent crisis intervention. Special emphasis is placed on recognizing and addressing the acute needs of victims in crisis, and delivering interventions from a client-centred perspective.

Diversity and Victim Assistance (OEL1359) (2 credits)

Students develop the knowledge and skills required to provide culturally competent services to victims. Students explore the dynamics of difference from a personal and professional perspective. Emphasis is given to marginalized and minoritized populations. Through critical analysis and examination of core concepts (identity, equity, anti-oppression, reflective practice and cultural competency), students learn how to work with all populations requiring victim services while applying an anti-oppression framework.

Wastewater Collection and Treatment System Operations

Section B.99
2025-07-02

Certificate (4145)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate program provides learners with the knowledge of practices, theories, and applications relevant to wastewater collection and treatment systems. Students will be introduced to concepts in wastewater treatment as applied to municipal and compatible industrial environmental systems, and will explore support systems mainly pertaining to pumps, motors, and processes in wastewater collection treatment. Graduates of this program will have sufficient knowledge to write various level certification examinations. Courses within this program may also be of interest to wastewater operators who are seeking continuing education units (CEUS) that are recognized by the Ontario Water Wastewater Certification Office (OWWCO).

PROGRAM OUTCOMES

Graduates will be able to:

1. Formulate unit conversions and area and volume calculations of various devices and pipes in water and wastewater systems.
2. Have good working knowledge in math, biology, chemistry, hydraulics and electricity as applicable to wastewater systems.
3. Calculate area and volume as related to wastewater operations and devices.
4. Apply the principles of hydraulics to find flow rates, pressures and pumping head and power in wastewater flow systems.
5. Calculate the operating efficiency of pump and determine its performance; determine pump power for given operating conditions.
6. Understand operation of pumps and motors.
7. Understand basic elements of electricity and electric motors.
8. Identify the parameters of wastewater quality and sampling requirements for compliance and process control.
9. Describe the basic principles of safety as applied to wastewater operations.
10. Describe the main processes and operations employed in wastewater collection.
11. Explain the processes and equipment employed in wastewater treatment systems.
12. Describe main preciseness for sludge treatment and disposal.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario Secondary School Diploma with Grade 12 U or C Math (e.g. MCT4C)
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student

- may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

This certificate is intended for those wanting to work in the wastewater industry as well as current wastewater operators seeking continuing education credits.

Potential careers in the wastewater industry include: wastewater treatment operator, wastewater collection operator, field technician, environmental inspector, sampling technician, laboratory technician, municipal inspector, and sales persons.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL860-4 Wastewater Operator-in-Training Certification Preparation
OEL862-4 Wastewater Treatment Certification Level I & II
OEL867-4 Wastewater Treatment Certification Level III & IV
OEL868-4 Applied Math for Water and Wastewater Operations
OEL869-4 Applied Hydraulics for Water and Wastewater Operations
OEL871-4 Wastewater Collection Certification Level I & II

Course Descriptions

Semester 1

Wastewater Operator-in-Training Certification Preparation (OEL860) (4 credits)

This course is intended to provide the students with basics as related to the operation of wastewater collection and treatment systems. The basics as related to topics including conversions, math, chemistry, hydraulics, electricity will be discussed first. It will be followed by topics on support systems mainly pertaining to pumps and motors and processes in wastewater collection and wastewater treatment. At the end of the course, students will be prepared to write the operator in training certification examination of the Ministry of the Environment, Conservation and Parks

Wastewater Treatment Certification Level I & II (OEL862) (4 credits)

This is an introductory course in water treatment and present basic knowledge and practices, theories, and application relevant to wastewater flows and characteristics, basic treatment processes, and plant operations. Main topics include wastewater characteristics, preliminary treatment, primary treatment,

stabilization ponds, secondary treatment, sludge processing and disinfection. Related concepts in chemistry, math, hydraulics, equipment, safety legislation are reinforced.

Wastewater Treatment Certification Level III & IV (OEL867) (4 credits)

The purpose of this course is to present advanced knowledge of practices, theories, and applications relevant to wastewater flows and characteristics, treatment processes, and plant operations. Topics covered in Wastewater Treatment Certification Level I & II including activated sludge process, disinfection, sludge processing and plant operation are covered in more detail and depth. This will prepare students to write the higher level certification examinations.

Applied Math for Water and Wastewater Operations (OEL868) (4 credits)

This course is intended to provide the students with math basics as applicable to the operation of water and wastewater systems. The basic concepts in unit conversions, area, volume calculations, and density are discussed first. Based on this, students are introduced to the use of math to understand chemistry math under the topics of concentration, feed solutions, liquid chemicals, molarity, normality and organic loading. The main objective of the course is to lay a sound foundation in math and chemistry concepts as required to understand and apply to the operation of water and wastewater systems. This will allow students to get ready for the math component in various levels of operator certification examinations of the Ministry of the Environment, Conservation and Parks.

Applied Hydraulics for Water and Wastewater Operations (OEL869) (4 credits)

This course is intended to provide students with basics of hydraulics as applicable to the operation of water and wastewater systems. The basic concepts in flow, detention time, pressure, energy, head and power are discussed first. Based on this, students are introduced to the use of continuity and energy concepts. The application of continuity and energy equation is illustrated by numerical problems from the areas of water and wastewater. The main objective of the course is to lay a sound foundation in hydraulics concepts as required to understand and apply to the operation of water and wastewater systems. This will help prepare students for the hydraulic component in various levels of operator certification examinations of the Ministry of the Environment, Conservation and Parks.

Wastewater Collection Certification Level I & II (OEL871) (4 credits)

This course prepares the participants to gain knowledge in the field of wastewater collections as pertains to municipal sewer systems. Students will be provided an introduction related to wastewater sources and wastewater characteristics and basic hydraulic concepts. Main topics include system components of sanitary sewer systems, sewer pipes and sewage pumping stations, maintenance and operation of wastewater collection system is also discussed..

Water Treatment and Distribution System Operations

Section B.100
2025-07-02

Certificate (4135)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate program provides learners with the knowledge and skills required to work in the water treatment operations industry, an industry which plays a critical role in protecting public health and the natural environment through the responsible treatment of drinking water. To enter the operating profession, individuals must become certified. Graduates of this program will have sufficient knowledge to write various level certification examinations. Courses within this program may also be of interest to water operators who are seeking director-approved continuing education units (CEUS) that are recognized by the Ontario Water Wastewater Certification Office (OWWCO).

Note: learners interested in obtaining Class 1 certification must complete the Entry-Level Course (ELC) for Drinking Water Operators which is a mandatory course, developed by the Ministry of Environment, Conservation and Parks, for all drinking water operators. The ELC course is not included in this certificate program but can be completed via the Walkerton Clean Water Centre (<https://wcwc.ca/>).

Learners must complete six compulsory courses listed below

- OEL868 Applied Mathematics for Water and Wastewater Operations
- OEL859 Drinking Water Operator-in-Training Certification Preparation
- OEL861 Water Treatment Certification Level I and II
- OEL869 Applied Hydraulics for Water and Wastewater Operations
- OEL870 Water Distribution Certification Level I & II
- OEL866 Water Treatment Certification Level III & IV

PROGRAM OUTCOMES

Graduates will be able to:

1. Formulate unit conversions and area and volume calculations of various devices and pipes in water and wastewater systems.
2. Differentiate between SI and USC systems of measurement; mass and weight terms.
3. Calculate concentration, feed solution rate, amount of liquid chemical required to prepare solutions of given strength, molarity, normality and organic loading.
4. Apply the principles of hydraulics to find flow rates, pressures and pumping head and power in water flow systems.
5. Calculate the operating efficiency of pump and determine its performance; determine pump power for given operating conditions.
6. Operate pumps, motors, valves and other commonly used devices in water systems.
7. Identify safety and water legislation.
8. Identify the principles and importance of disinfection of water in relation to parameters of water quality and sampling requirements for compliance and process control.
9. Describe the main processes and operations employed in water treatment and explain the processes and equipment employed in water distribution systems.
10. Describe the principle of coagulation and flocculation and factors affecting these processes.
11. Explain sedimentation and understand the importance of filtration and basic components.

12. Describe various methods of disinfecting water and familiarization with miscellaneous methods including, softening and iron removal.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario Secondary School Diploma with Grade 12 U or C Math (e.g. MCT4C).
- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

This certificate is intended for those wanting to work in the water industry as well and for current water operators in the water industry who are seeking professional development opportunities. This certificate can open doors that will lead to a variety of careers in the drinking water industry and those completing it will have potential to be a vital member of the water operations team.

Employment areas include: water treatment operator, water distribution operator, field technician, environmental inspector, sampling technician, and municipal inspector.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL859-4 Drinking Water Operator-in-Training Certification Prep
OEL861-4 Water Treatment Certification Level I & II
OEL866-4 Water Treatment Certification Level III & IV
OEL868-4 Applied Math for Water and Wastewater Operations
OEL869-4 Applied Hydraulics for Water and Wastewater Operations
OEL870-4 Water Distribution Certification Level I & II

Course Descriptions

Semester 1

Drinking Water Operator-in-Training Certification Prep (OEL859) (4 credits)

This course is intended to provide you with basics as related to the operation of water treatment and distribution systems. The basic concepts in science and math are discussed first. This is covered under topics including: conversions, math, chemistry, hydraulics, electricity. It will be followed by topics on support systems mainly pertaining to pumps and motors and processes in water treatment and water distribution. At the end of the course you will be fully prepared to write the OIT certification examination of the Ontario Ministry of Environment. (Director Approved CEU 6.0, Course Id:11896)

Water Treatment Certification Level I & II (OEL861) (4 credits)

In this course, students review the material related to basic sciences, math and hydraulics and support systems as done in earlier courses. After review, students are presented with knowledge and practices, theories and applications relevant to sources of water supply, treatment processes, quality parameters and plant operations.

Water Treatment Certification Level III & IV (OEL866) (4 credits)

The purpose of this course is to present advanced knowledge and practices, theories, and applications relevant to wastewater flows and characteristics, treatment processes, and plant operations. Topics covered in Wastewater Treatment Certification Level I & II are covered in more detail and depth. This will prepare students to write the higher level certification examinations.

Applied Math for Water and Wastewater Operations (OEL868) (4 credits)

This course is intended to provide the students with math basics as applicable to the operation of water and wastewater systems. The basic concepts in unit conversions, area, volume calculations, and density are discussed first. Based on this, students are introduced to the use of math to understand chemistry math under the topics of concentration, feed solutions, liquid chemicals, molarity, normality and organic loading. The main objective of the course is to lay a sound foundation in math and chemistry concepts as required to understand and apply to the operation of water and wastewater systems. This will allow students to get ready for the math component in various levels of operator certification examinations of the Ministry of the Environment, Conservation and Parks.

Applied Hydraulics for Water and Wastewater Operations (OEL869) (4 credits)

This course is intended to provide students with basics of hydraulics as applicable to the operation of water and wastewater systems. The basic concepts in flow, detention time, pressure, energy, head and power are discussed first. Based on this, students are introduced to the use of continuity and energy concepts. The application of continuity and energy equation is illustrated by numerical problems from the areas of water and wastewater. The main objective of the course is to lay a sound foundation in hydraulics concepts as required to understand and apply to the operation of water and wastewater systems. This will help prepare students for the hydraulic component in various levels of operator certification examinations of the Ministry of the Environment, Conservation and Parks.

Water Distribution Certification Level I & II (OEL870) (4 credits)

This course is intended to provide participants with an understanding of key concepts related to the operation of distribution water systems. Basic technical concepts related to drinking water distribution will be introduced such as unit conversions, graph reading and preparation, water chemistry, hydraulics and electricity. Other topics include sources of water supply, components of water distribution system, water quality monitoring, water wells and requirements for quality monitoring.

Note: This course is not a replacement for the Entry Level Course (ELC) course, offered by the Walkerton

Clean Water Centre, which is required to obtain the Class 1 certificate.

Web Development Essentials

Section B.101
2025-07-02

Certificate (Part-time Continuing Education) (4054)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Internet and the World Wide Web have transformed our lives; from surfing the net to performing business transactions. There is a growing demand for computer professionals who know how to design, develop, and maintain web sites. Become part of this dynamic growing and changing field.

All courses are offered online via the internet. Online courses begin every January, May and September. Some courses are also offered starting each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD) or mature student status.

Certificate Completion

- Once all Continuing Education certificate requirements have been successfully completed, a student may apply to graduate from their program of study
- Program admission requirements, if applicable, will be reviewed at the time of application to graduate
- All courses must be completed within the stated timeline outlined on the certificate webpage
- Students who graduate from a Continuing Education, part-time certificate are eligible to attend a Convocation ceremony, with details provided upon confirmation of completion. A non-refundable graduation fee will be applied.
- Students must email conedregistration@saultcollege.ca when they believe they have fulfilled the requirements to graduate.

CAREER PATHS

Employment settings include Website developer for businesses or individuals, Internet Marketing, Small business owner or employee, Graphic design, Independent website consulting, or employment in an IT department.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca>

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1005-4 Dynamic Web sites with AMP (Apache, MySQL and PHP)

OEL1088-3 Design Basics

OEL1090-4 Javascript

OEL1259-3 Adobe Photoshop 1

OEL1334-3 Introduction to Python Programming

OEL1351-3 Data Analysis Tools for Analytics

OEL1372-3 Access 2016 Core

OEL329-2 Dreamweaver, An Introduction

OEL613-3 HTML Introduction

Course Descriptions

Semester 1

Dynamic Web sites with AMP (Apache, MySQL and PHP) (OEL1005) (4 credits)

This specialized programming course teaches you server side web development using industry leading server technology. You will create dynamic web pages using PHP, the Canadian high level language that has been adopted internationally as the primary server side programming language for the creation of commercial web sites. You will install the Apache web server and the MySQL database server and learn to interact with Apache and MySQL via PHP.

Design Basics (OEL1088) (3 credits)

Have you ever needed to design your own business card or a flyer for an event? If so, this is the course for you. Design Basics will give you the building blocks of design. You will learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design.

Javascript (OEL1090) (4 credits)

This subject introduces you to computer programming using the JavaScript programming language. While JavaScript is the language of instruction, the course covers the essential concepts and constructs which are part of most modern programming languages, including sequence, selection, repetition, variables, arrays, and objects. This course leads you from writing the simplest of programs to creating programs that interact with the elements in a web page. Using only a simple text processor and a browser, you will write and run programs that utilize variables, calculations, arrays, if statements, loops, object, and events. In addition to writing programs, you will also be instructed in the elements of good programming style and their importance.

Adobe Photoshop 1 (OEL1259) (3 credits)

This course will develop the student's design and image creation skills using Adobe Photoshop. The student will be able to source images, create, develop, and assess various design solutions and execute projects in a professional manner.

Introduction to Python Programming (OEL1334) (3 credits)

In this course students install and set up a Python development environment and learn to apply fundamental concepts of Python programming by manipulating various data types. Through hands-on assignments, students execute Python scripts that use logical operators, conditional statements, and loops.

Data Analysis Tools for Analytics (OEL1351) (3 credits)

Students are introduced to different scripting language tools such as SQL, NOSQL, Apache, Java and Python that support data analysis on large volumes of data. They also analyze the strengths and limitations of current tools used today. Students review and recommend which tools best support data analysis, data quality, problem solving, analysis, analytics and business decision-making for different functions and industries.

Access 2016 Core (OEL1372) (3 credits)

Microsoft Access is a computerized database that allows you to manipulate, link, chart, query and report your data to customize the information you need. You will learn to use Microsoft Access 2016 to create databases, view, format, manage and modify data tables and fields. You will learn to create forms, queries, reports and explore data relationships using its pull-down menus, toolbars and dialog boxes. Microsoft certified courseware publication is used to present the software features in a well-illustrated graphic format to prepare students to complete the appropriate Microsoft Certification exam #77-730 for students who wish to write the MOS (Microsoft Office Certification). Students can identify Access Skills to potential employers by successfully completing the course capstone project to earn a skills badge

Dreamweaver, An Introduction (OEL329) (2 credits)

In this introductory course, you'll learn to create a professional website without having to write code by hand and covers HTML5 and CSS3 for responsive web design. You will also learn how to create HTML-based headings, paragraphs, lists, and tables; insert graphics; add links to text and images; apply cascading styles sheets; and customize the Dreamweaver workspace. And finally, publish a finished site to the Web.

HTML Introduction (OEL613) (3 credits)

Students will learn some of the most important topics of HTML, from the basics of creating Web pages with graphics and links, using tables, and controlling page layout with frames, to more advanced topics including cascading style sheets, adding pre-written JavaScript to your HTML documents, creating a multimedia Web page, and creating a Web page with forms.

Working with Dementia

Section B.102
2025-07-02

Certificate (Part-time Continuing Education) (3053)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Working with Dementia Certificate program is designed for paraprofessionals and volunteers who are interested in building knowledge, skills and competencies to care for those with dementia. The goal of the program is to enhance the quality of life for those with dementia, caregivers and families.

This is a part-time program that is offered online via the internet, while the final course (WWD104) is offered via independent study and can be started at any time. Online courses begin every January, May and September. Some online courses begin each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Graduates will have a specialized understanding of dementia to contribute enhancing the quality of life of those living with dementia.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CLINICAL/LAB OR FIELD PLACEMENTS

Fieldwork experience provides the student with the opportunity to apply classroom theory to an actual employment situation. Students with experience in the dementia field may apply for prior learning assessment (PLAR).

All applicants will be required to submit documentation of having completed the following procedures prior to entering clinical/lab, identified courses and/or field placement components of the program. If the appropriate documentation is not received with at least two weeks before the start of the identified clinical/lab/course and/or field placement, it may be necessary to withdraw the student from the course.

- **A current (within six months) Police Record Search.** This is required by students as they are enrolled in a program during which they will have unsupervised access to vulnerable persons
- **Immunization and Health Record Form.** This form includes the following immunization requirements: Two-step TB test, Immunity against measles, mumps and rubella, current tetanus,

diphtheria immunization, current influenza immunization.

- **Statement of Confidentiality Form, WSIB, and Workplace Agreement Form.** These forms will be given to you to sign prior to your fieldwork placement.
- **WHMIS.**

All costs associated with these requirements are the responsibility of the student.

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

OEL1158-2 Creating a Dementia Care Skill Kit

OEL1159-2 Empowerment in Dementia Care

OEL1284-2 Communication and Interpersonal Skills

OEL566-2 Overview of Dementia Care

WWD104-4 Field Placement: Working with Dementia

Course Descriptions

Semester 1

Creating a Dementia Care Skill Kit (OEL1158) (2 credits)

This course allows participants to explore a variety of dementia care skills including creating meaningful programs and activities, therapeutic caregiving strategies, needs communication messaging models (NCM), life stories, and compassionate communication.

Empowerment in Dementia Care (OEL1159) (2 credits)

Examine ways that caregivers and those with dementia can ensure, maintain and enhance their quality of life. Topics include end-of-life care, development and training, caregiver integrity, affecting change in the workplace, work-life balance.

Communication and Interpersonal Skills (OEL1284) (2 credits)

Specific communication skills are required throughout the progressive stages of dementia.

Dementia-specific approaches to communication, problem solving and cueing are reviewed. Working in teams, with families, and interagency partners to effect change and ensure quality programming for dementia clients are explored.

Overview of Dementia Care (OEL566) (2 credits)

Normal aging versus dementia will be discussed including secondary influences along with a focus on assessment and diagnosis. The main emphasis of this course will be on philosophy of care, i.e. providing a holistic model of care within the existing medical model. Appropriate physical and emotional environment, effects of disease on caregiver and client, the family unit, role of research on caregiving, importance of ongoing education to maintain competence, etc., will be discussed.

Field Placement: Working with Dementia (WWD104) (4 credits)

This course is designed to allow participants to gain exposure to agencies, organizations and staff currently providing care to dementia clients in order to increase competency and skill in care for those clients.

PROGRAM OVERVIEW

Whether it's in the kitchen or running a successful restaurant, the real you was born to lead. The Culinary Management program takes your skills and passion for the culinary arts to dynamic kitchens through paid co-ops.

Learn about contemporary and classical food preparation techniques in state-of-the-art food labs, tap into your creativity as you menu plan and gain a deep understanding of food and beverage management.

There's a team of professionals out there waiting for you.

Seize the opportunity build on your love of food alongside skilled chefs and experienced restaurateurs in popular local restaurants. Plus, learn all sides of the restaurant business from legal to management.

What do students love about co-operative education at Sault College? You will gain experience over a summer co-op placement - while earning money!

It's time to find your flavour here.

Interested in taking your diploma to a degree? We have a partnership with Vancouver Island University where you can complete your Bachelor of Hospitality Management in only two more years. [Click here for more information about our pathway.](#)

PROGRAM OUTCOMES

A graduate of the Culinary Management Program at Sault College will reliably demonstrate the ability to:

1. Provide advanced culinary planning, preparation and presentation for a variety of food service environments using a range of classical and contemporary techniques.
2. Apply basic and advanced food and bake science to food preparation to create a desired end product.
3. Contribute to and monitor adherence of others to the provision of a well maintained kitchen environment and to the service of food and beverage products that are free from harmful bacteria or other contaminants, adhering to health, safety, sanitation and food handling regulations.
4. Ensure the safe operation of the kitchen and all aspects of food preparation to promote healthy work spaces, responsible kitchen management and efficient use of resources.
5. Create menus that reflect knowledge of nutrition and food ingredients, promote general health and well-being, respond to a range of nutritional needs and preferences and address modifications for special diets, food allergies and intolerances, as required.
6. Apply business principles and recognized industry costing and control practices to food service operations to manage and promote a fiscally responsible operation.
7. Apply knowledge of sustainability*, ethical and local food sourcing, and food security to food preparation and kitchen management, recognizing the potential impacts on food production, consumer choice and operations within the food service industry.

8. Select and use technology, including contemporary kitchen equipment, for food production and promotion.
9. Perform effectively as a member of a food and beverage preparation and service team and contribute to the success of a food-service operation by applying self-management and interpersonal skills.
10. Develop strategies for continuous personal and professional learning to ensure currency with and responsiveness to emerging culinary techniques, regulations, and practices in the food service industry.
11. Contribute to the development of marketing strategies that promote the successful operation of a food service business.
12. Contribute to the business management of a variety of food and beverage operations to foster an engaging work environment that reflects service excellence.

*Reference

The approved program standard for Culinary Management program of instruction leading to an Ontario College Diploma delivered by Ontario Colleges of Applied Arts and Technology (MTCU funding code 53107) Ministry of Advanced Education and Skills Development. August 2016.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Culinary Management program may find employment in resorts, hotels, restaurants, health care facilities, cruise lines, catering services, private clubs and industrial kitchens in advanced positions depending upon their work experience and completion of the apprenticeship training.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$2,195.00	\$15,469.40	\$2,845.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Lab Requirements:

1. Clean uniform required daily - purchase two complete sets of uniforms (coat, checkered pants, necktie, apron & chef's hat)
2. Side towels (4) to be purchased

3. Black non-slip shoes
4. Knife Kit (Optional)

For a complete list of required supplies, etc., see the Books and Supplies list available online.

In order to abide by the Provincial Health Regulations, students must have their hair controlled above the collar and hairnet must be used while in the food preparation areas. Students must be clean-shaven. Beards and/or moustaches may be permitted if they are trimmed and neatly maintained at the criteria of the Hospitality Department and health regulations regarding hair control.

OTHER INFORMATION

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWR100) in order to graduate.

Program College Contact: Sarah Birkenhauer, sarah.birkenhauer@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CUL100-8 Culinary Techniques I
CUL101-2 The Theory of Food
CUL102-3 Culinary Math & Computer Apps for Trade
CUL103-3 Nutrition and Wellness
CUL104-4 Culinary Food Production
CUL152-4 Fundamentals of Professional Baking

SEMESTER 2

CMM510-2 Professional Communication
CUL150-8 Culinary Techniques II
CUL151-3 Culinary Cost Control
CUL153-3 Gastronomy and Food Sustainability
CUL154-3 Contemporary Food Production
CWR100-3 Co-op Placement I
GEN100-3 Global Citizenship

SEMESTER 3

CUL200-3 Culinary Marketing and Sales
CUL201-4 Exploring International Cuisine
CUL203-3 Menu Planning and Development
CUL204-3 Hospitality Human Resources
CUL205-4 Integrated Culinary Production and Supervision
CUL254-3 Special Event Management

SEMESTER 4

CUL202-4 Modern Baking and Pastry
CUL250-3 Food Composition and Plating Techniques
CUL251-8 Practical Culinary Skills and Supervision
CUL252-3 Hospitality Entrepreneurship and Law
CUL253-4 Food and Wine Pairing

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this

semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Culinary Techniques I (CUL100) (8 credits)

Building a sound foundation in culinary skills is essential when preparing to enter the culinary industry. This course is an introduction to the application and development of fundamental cooking theories and techniques. Students will develop solid rudimentary culinary techniques and practices through viewing a variety of food demonstrations and recreating these within a lab setting. Topics of study include tasting, kitchen equipment, knife skills, classic vegetable cuts, stocks production, thickening agents, soup preparation, mother and derivative sauces, and breakfast cookery. This course also introduces students to fundamental concepts and techniques of basic protein, starch and vegetable cookery.

The Theory of Food (CUL101) (2 credits)

Having a theoretical knowledge base of professional culinary terminology, food principles and common kitchen practices is essential for every cook. Students will learn to identify different quality food ingredients, explore principles of cooking, recognize a variety of cooking methodologies and examine food flavour pairings. Topic areas to be explored are: kitchen safety and sanitation, stocks, soup, sauces, breakfast, vegetables, potatoes, grains, pasta, legumes, poultry, meat products, fish and shellfish.

Culinary Math & Computer Apps for Trade (CUL102) (3 credits)

This course will provide students with the essential numeric and computer skills required to perform effectively and efficiently within the trade. Students will apply basic math skills including fractions, decimals and percent and perform calculations pertaining to standard units of measure, unit conversion, portion and recipe costing. Microsoft office will be used in the creation of spreadsheets, recipe portfolios, power point presentations and to perform basic word processing tasks as they relate to the food industry.

Nutrition and Wellness (CUL103) (3 credits)

Nutrition plays a vital role in menu selection for restaurant clientele. In this course, students will gain a foundational understanding of nutrition as applied to dietary concerns, menu selection and client needs. Students will also acquire knowledge of basic nutrients, food labeling, and nutritional principles and apply this knowledge to recipe and menu development.

Culinary Food Production (CUL104) (4 credits)

Culinary Food Production will introduce students to multi-course menus with emphasis placed on batch cooking as executed in an la carte-style service. This hands-on culinary lab will teach students to work and communicate effectively in a team setting. Students will have three hours to complete mise en place, create and package current culinary meals. This course provides an excellent opportunity to practice and further develop the culinary skill set. Students will hone critical thinking and problem solving skills by executing individual work plans that exercise proper time management, demonstrate the ability to multi-task and collaborate with classmates for a successful restaurant service.

Fundamentals of Professional Baking (CUL152) (4 credits)

This course is designed to provide students with the essential knowledge, skills and techniques of baking and pastry arts. Learning is comprised of hands-on practical baking labs that introduce students to the fundamental ingredients, techniques and procedures used in the bake industry. A series of in-lab baking

demonstrations will emphasize the importance of understanding the function of ingredients in a range of basic baked products. With knowledge acquired from these demonstrations, students will produce assorted yeast products, quick breads, cookies, choux paste, puff pastry, sponge based pastries, and a variety of pies, tarts and flans.

Semester 2

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Culinary Techniques II (CUL150) (8 credits)

Building on Culinary Techniques I and in preparation for successful employment in today's food service industry, students will broaden their culinary skills at an advanced level focusing upon concepts and techniques of protein, starch and vegetable cookery. Students will observe a series of cooking demonstrations and prepare and execute work plans within the culinary lab that reflect an advanced skill competency.

Culinary Cost Control (CUL151) (3 credits)

Whether you manage or own a restaurant, operate a catering business or embrace the food truck craze, there are fundamental management skills that apply to all foodservice operations. This essential course introduces students to management principles and the theoretical applications of food, beverage and labour cost controls. Students will examine various aspects used within the industry to evaluate, monitor and maintain appropriate control policies and procedures through the various functioning centres of purchasing, receiving, storing and issuing. Additionally, students will develop standard recipes and requisitions, practice menu engineering, examine break-even analysis and perform yield tests, cost/sale and inventory calculations.

Gastronomy and Food Sustainability (CUL153) (3 credits)

Food is a critical and pleasurable component that contributes to the culture of society. In this course, students will study the social, historical and cultural connections between food and people and investigate the impact of food on lifestyle. Students will learn how agriculture, religion, history and environmental sustainability influence the characteristics of a culture and its food choices. An important component of the course is focused on the health and wellness of customers and how the food industry can offer menu options that highlight nutritious, ethically sourced, and sustainable products. Students will explore menu options that can meet the needs of a diverse society.

Contemporary Food Production (CUL154) (3 credits)

Contemporary food production will further develop the skills, techniques and kitchen practices learned within Culinary Food Production. This hands-on culinary lab will expose students to the advanced styles of cooking and cooking techniques found in a variety of cuisines. Students will further develop their ability to organize an assigned station based on preparation methods while focusing on the production of advanced menu items, plate presentations and cooking techniques. Second year students will assist in the supervision of production and food presentation.

Co-op Placement I (CWR100) (3 credits)

The student will acquire culinary work experience in various areas of the restaurant, resort or hotel environment. This industry experience, combined with post secondary education, continues to be highly valued by employers. The Co-op placement provides a training ground for students to apply their skill sets developed in the first year of the Culinary Management Program. Particular emphasis is placed on the importance of interpersonal, teamwork, technical, and leadership skills as they meet the daily challenges of a dynamic customer-focused environment. Work experience, coupled with skills and knowledge developed through coursework, places our graduates in the best possible position to develop a successful management career within the culinary industry.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Culinary Marketing and Sales (CUL200) (3 credits)

This course will focus on analyzing contemporary marketing concepts, theories and strategies to successfully market and promote a food and beverage operation, product, service and ones self as a culinary professional. Students will perform market research and analysis and learn to identify suitable target markets. In addition, students will develop the knowledge and skills to plan, implement and evaluate detailed marketing plans.

Exploring International Cuisine (CUL201) (4 credits)

This course introduces students to a variety of regional, national and international foods. Students will explore multi-cultural customs and traditions, demographics and physical elements that ultimately define a food culture. Emphasis will be placed on exploring cuisine specific ingredients, diverse flavour profiles and cooking techniques utilized to prepare dishes that are representative to a specific cultural region and/or cuisine.

Menu Planning and Development (CUL203) (3 credits)

The ability to create well-balanced menus for a variety of occasions that meet the diverse needs of customers, and that are operationally functional and profitable is paramount to the success of any business. This course will highlight the basic principles of developing menus that reflect proper descriptive terminology and comply with truth in menu guidelines. Students will gain an understanding of the importance of product and traffic flow, facility layout, equipment and product availability, demographics and market demand on the menu planning process.

Hospitality Human Resources (CUL204) (3 credits)

This course provides an examination of effective human resource management in the hospitality and tourism industry as it relates to the achievement of organizational goals and strategic objectives of a business. Particular attention will be placed on the importance of workforce planning, recruitment, training, retention, performance management and employee relation strategies as it relates to employment legislation, workplace diversity, and health and safety. Students will also be given the opportunity to develop their own customized job search correspondence and participate in activities that help further develop communication and writing skills.

Integrated Culinary Production and Supervision (CUL205) (4 credits)

This course provides students with the opportunity to cultivate their interpersonal communication and critical thinking skills. Students work in a supervisory role to ensure the kitchen is operating at optimal efficiency. Students utilize developing skills to ensure the operation is adhering to proper cost control principles and following standard kitchen and food safety guidelines. Students will devise work plans to complete mise en place, prepare and package culinary meals. Students will collaborate to develop menu ideas and create recipes to implement during the semester.

Special Event Management (CUL254) (3 credits)

In this advanced level course, students will acquire knowledge and examine methods for achieving maximum customer satisfaction and profitability for special events. Students will gain the knowledge and skills required to successfully propose, organize and execute the delivery of special events. Students will contribute to the creation of event menu items that reflect proper cost control practices and take into account customer requests, product availability, special dietary requests and restaurant and staff capabilities. Students will work through the conception, organization, marketing, costing, preparation and service of an event.

Semester 4

Modern Baking and Pastry (CUL202) (4 credits)

This course will continue to develop and expand students baking and pastry knowledge and practical techniques through a series of theoretical lessons, demonstrations and laboratory classes. Students will build upon their skills to produce sophisticated finished products and contemporary plating techniques and designs. Students will produce and plate frozen confections, cheesecake, souffle, cake, icings, petit fours, fruit coulis and purees, and custards and creams.

Food Composition and Plating Techniques (CUL250) (3 credits)

The ability to quickly and accurately assess resources, plan and create contemporary cuisine is a crucial skill. Employees working within the culinary industry typically have the opportunity to develop daily feature menu items. Students will work with minimal supervision to showcase their developed culinary skill sets by preparing, plating and presenting modern dishes that demonstrate sound culinary knowledge, judgement and technique.

Practical Culinary Skills and Supervision (CUL251) (8 credits)

This advanced level course provides students with the opportunity to further cultivate their leadership, interpersonal communication and critical thinking skills. Students will work with increased autonomy to supervise kitchen operations. Students will monitor and direct food service, adhere to current cost control principles and follow kitchen and food safety guidelines. Students will also create and implement feature menus, develop standardized recipes, requisitions and work plans to complete mise en place, prepare and package culinary meals.

Hospitality Entrepreneurship and Law (CUL252) (3 credits)

Students are introduced to the basic concepts related to entrepreneurship and hospitality law. This course introduces students to concepts of guest liability and the risks associated within the hospitality industry, as well as strategies and best practices used to reduce such liabilities. The content of the course will focus specifically on the rights, obligations and liabilities of a business owner. Students will also develop the skill set to successfully prepare a business plan for opening or maintaining a small business.

Food and Wine Pairing (CUL253) (4 credits)

Become a wine enthusiast and decipher the many complexities revealed in wine by developing the ability to pair food and wine in today's culinary and hospitality world. Whether planning to entertain in the comfort of one's home, preparing for a business dinner meeting or developing food and wine menus for restaurants or special events, understanding how to pair food and wine is invaluable and quickly becoming a life skill. This course will explore the significance of food and drink by examining fundamental concepts of wine and food history, tradition and culture. Students will learn about terroir, wine terminology, production, storage, selection, and how wine is properly served.

In conjunction with wine education, culinary management students will complete activities that explore the complexities of wine and its interactions with food.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Culinary Skills - Chef Training

Section B.104
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (1071)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Food inspires you. We love that! Cooking is more than your passion. It's a creative outlet.

The one-year Culinary Skills – Chef Training certificate program is the spot where food lovers like you can explore a mix of contemporary and classical cooking techniques in state-of-the-art culinary labs - all in an environment that encourages creativity and collaboration.

Join a dynamic culinary school that encourages you to play with your food and become a leader in the culinary arts.

The Chef Training program is not your typical chef school. Tailored class sizes and hands-on learning are all designed to help you develop flavours that showcase the real you on a plate.

Are you a Canadian citizen or permanent resident who is unemployed and interested in the culinary arts? You could qualify for funding for this program. Let's talk about it.

PROGRAM OUTCOMES

A graduate of the Culinary Skills Chef Training Program at Sault College will reliably demonstrate the ability to:

1. Provide fundamental culinary preparation and presentation for a variety of food service environments using a range of classical and contemporary techniques.
2. Apply basic food and bake science to food preparation to create a desired end product.
3. Contribute to and monitor adherence of others to the provision of a well-maintained kitchen environment and to the service of food and beverage products that are free from harmful bacteria or other contaminants, adhering to health, safety, sanitation and food handling regulations.
4. Ensure the safe operation of the kitchen and all aspects of food preparation to promote healthy work spaces and the responsible, efficient use of resources.
5. Support the development of menu options that reflect knowledge of nutrition and food ingredients, promote general health and well-being, respond to a range of nutritional needs and preferences and address modifications for special diets, food allergies and intolerances, as required.
6. Apply fundamental business principles and recognized industry costing and control practices to food service operations to promote a fiscally responsible operation.
7. Apply basic knowledge of sustainability*, ethical and local food sourcing, and food security to food preparation and kitchen management, recognizing the potential impacts on food production, consumer choice and operations within the food service industry.
8. Use technology, including contemporary kitchen equipment, for food production and promotion.
9. Perform effectively as a member of a food and beverage preparation and service team and contribute to the success of a food-service operation by applying self-management and interpersonal skills.
10. Develop strategies for continuous personal and professional learning to ensure currency with and responsiveness to emerging culinary techniques, regulations, and practices in the food service industry.

*Reference

The approved program standard for the Culinary Skills program of instruction leading to an Ontario College Certificate delivered by Ontario Colleges of Applied Arts and Technology (MTCU funding code 43107) Ministry of Advanced Education and Skills Development. August 2016.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, or mature student status.

CAREER PATHS

Graduates of the Culinary Skills - Chef Training program may find employment in resorts, hotels, restaurants, health care facilities, cruise lines, catering services, private clubs and industrial kitchens.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,950.00	\$15,469.40	\$2,600.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Requirements in Labs:

1. Clean uniform required daily - purchase two complete sets of uniforms (coat, checkered pants, necktie, apron & chef's hat)
2. Side towels (4) to be purchased
3. Black non-slip shoes
4. Knife Kit (Optional)

For a complete list of required supplies, etc., see the Books and Supplies list available online.

In order to abide by the Provincial Health Regulations, all students must have their hair controlled above the collar and hairnet must be used while in the food preparation areas. Students must be clean-shaven. Beards and/or moustaches may be permitted if they are trimmed and neatly maintained at the criteria of the Hospitality Department and health regulations regarding hair control.

OTHER INFORMATION

Program College Contact: Sarah Birkenhauer, sarah.birkenhauer@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CUL100-8 Culinary Techniques I
CUL101-2 The Theory of Food
CUL102-3 Culinary Math & Computer Apps for Trade
CUL103-3 Nutrition and Wellness
CUL104-4 Culinary Food Production
CUL152-4 Fundamentals of Professional Baking

SEMESTER 2

CMM510-2 Professional Communication
CUL150-8 Culinary Techniques II
CUL151-3 Culinary Cost Control
CUL153-3 Gastronomy and Food Sustainability
CUL154-3 Contemporary Food Production
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Culinary Techniques I (CUL100) (8 credits)

Building a sound foundation in culinary skills is essential when preparing to enter the culinary industry. This course is an introduction to the application and development of fundamental cooking theories and techniques. Students will develop solid rudimentary culinary techniques and practices through viewing a variety of food demonstrations and recreating these within a lab setting. Topics of study include tasting, kitchen equipment, knife skills, classic vegetable cuts, stocks production, thickening agents, soup preparation, mother and derivative sauces, and breakfast cookery. This course also introduces students to fundamental concepts and techniques of basic protein, starch and vegetable cookery.

The Theory of Food (CUL101) (2 credits)

Having a theoretical knowledge base of professional culinary terminology, food principles and common kitchen practices is essential for every cook. Students will learn to identify different quality food ingredients, explore principles of cooking, recognize a variety of cooking methodologies and examine food flavour pairings. Topic areas to be explored are: kitchen safety and sanitation, stocks, soup, sauces, breakfast, vegetables, potatoes, grains, pasta, legumes, poultry, meat products, fish and shellfish.

Culinary Math & Computer Apps for Trade (CUL102) (3 credits)

This course will provide students with the essential numeric and computer skills required to perform effectively and efficiently within the trade. Students will apply basic math skills including fractions, decimals and percent and perform calculations pertaining to standard units of measure, unit conversion, portion and recipe costing. Microsoft office will be used in the creation of spreadsheets, recipe portfolios, power point presentations and to perform basic word processing tasks as they relate to the food industry.

Nutrition and Wellness (CUL103) (3 credits)

Nutrition plays a vital role in menu selection for restaurant clientele. In this course, students will gain a foundational understanding of nutrition as applied to dietary concerns, menu selection and client needs. Students will also acquire knowledge of basic nutrients, food labeling, and nutritional principles and apply this knowledge to recipe and menu development.

Culinary Food Production (CUL104) (4 credits)

Culinary Food Production will introduce students to multi-course menus with emphasis placed on batch cooking as executed in an la carte-style service. This hands-on culinary lab will teach students to work and communicate effectively in a team setting. Students will have three hours to complete mise en place, create and package current culinary meals. This course provides an excellent opportunity to practice and further develop the culinary skill set. Students will hone critical thinking and problem solving skills by executing individual work plans that exercise proper time management, demonstrate the ability to multi-task and collaborate with classmates for a successful restaurant service.

Fundamentals of Professional Baking (CUL152) (4 credits)

This course is designed to provide students with the essential knowledge, skills and techniques of baking and pastry arts. Learning is comprised of hands-on practical baking labs that introduce students to the fundamental ingredients, techniques and procedures used in the bake industry. A series of in-lab baking demonstrations will emphasize the importance of understanding the function of ingredients in a range of basic baked products. With knowledge acquired from these demonstrations, students will produce assorted yeast products, quick breads, cookies, choux paste, puff pastry, sponge based pastries, and a variety of pies, tarts and flans.

Semester 2

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Culinary Techniques II (CUL150) (8 credits)

Building on Culinary Techniques I and in preparation for successful employment in today's food service industry, students will broaden their culinary skills at an advanced level focusing upon concepts and techniques of protein, starch and vegetable cookery. Students will observe a series of cooking demonstrations and prepare and execute work plans within the culinary lab that reflect an advanced skill competency.

Culinary Cost Control (CUL151) (3 credits)

Whether you manage or own a restaurant, operate a catering business or embrace the food truck craze, there are fundamental management skills that apply to all foodservice operations. This essential course introduces students to management principles and the theoretical applications of food, beverage and labour cost controls. Students will examine various aspects used within the industry to evaluate, monitor and maintain appropriate control policies and procedures through the various functioning centres of purchasing, receiving, storing and issuing. Additionally, students will develop standard recipes and requisitions, practice menu engineering, examine break-even analysis and perform yield tests, cost/sale and inventory calculations.

Gastronomy and Food Sustainability (CUL153) (3 credits)

Food is a critical and pleasurable component that contributes to the culture of society. In this course, students will study the social, historical and cultural connections between food and people and investigate the impact of food on lifestyle. Students will learn how agriculture, religion, history and environmental

sustainability influence the characteristics of a culture and its food choices. An important component of the course is focused on the health and wellness of customers and how the food industry can offer menu options that highlight nutritious, ethically sourced, and sustainable products. Students will explore menu options that can meet the needs of a diverse society.

Contemporary Food Production (CUL154) (3 credits)

Contemporary food production will further develop the skills, techniques and kitchen practices learned within Culinary Food Production. This hands-on culinary lab will expose students to the advanced styles of cooking and cooking techniques found in a variety of cuisines. Students will further develop their ability to organize an assigned station based on preparation methods while focusing on the production of advanced menu items, plate presentations and cooking techniques. Second year students will assist in the supervision of production and food presentation.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Hospitality and Tourism Management

Section B.105
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (1076)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Earn a graduate certificate that sets you apart in one of the most exciting and important industries in the world! Tourism and travel is your thing. We dig that about you. So, we wanted to let you in on an amazing program that will help turn your passion into a career filled with helping people just like you!

The one-year Hospitality and Tourism Management graduate program is all about earning the administrative and leadership skills needed to succeed in worldwide travel and hospitality operations. The program focuses on key areas of the hospitality and tourism industry including human resources, marketing, strategic and business planning and leadership.

We do learning a little differently.

Sault Ste. Marie is a gateway for travel in Northern Ontario and dynamic region for tourism. The opportunities to learn and excel are limitless!

The real you is about creating memorable experiences. We're not about to forget that.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Support business development by taking into account economic, political, social, global, and intercultural factors that influence the development of services, marketing strategies, customer retention, and sales programs.
2. Use qualitative and quantitative metrics to recommend services marketing and sales strategies in a global context.
3. Inform financial decision making that complies with jurisdictional practices.
4. Recommend strategies to maintain efficient, safe, secure, accessible and healthy hospitality and tourism operations that reduce risk and comply with jurisdictional legislation and legal obligation.
5. Support business development through the implementation of corporate sustainability, corporate social responsibility, and ethics principles.
6. Evaluate existing business and marketing programs to generate recommendations for local and global initiatives that support the strategic alignment of the organization's business plan.
7. Use project management principles, tools, and techniques to define timelines and project deliverables for all members of cross-functional, intercultural, and multi-disciplinary teams.
8. Support the development of a service delivery model and implementation plan to account for practices within global settings.
9. Optimize negotiation and communication frameworks to win support within various organizations across jurisdictions and cultural settings.
10. Prepare verbal, written and digital materials for the procurement of local and global services and commodities.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Bachelor's Degree (or equivalent).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates will be prepared for management positions in:

- Convention or conference centre
- Destination marketing
- Hotel industry
- Restaurant industry
- Tourism operation
- Tourist attraction

OTHER INFORMATION

September, January, and May intakes are available for this program. Please contact the Registrar's Office for further information.

Program Coordinator: Sarah Birkenhauer, (705) 759-2554 ext 2588, sarah.birkenhauer@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM510-2 Professional Communication
HTM101-3 Principles of Hospitality and Tourism
HTM102-3 Hospitality and Tourism Operations
HTM103-3 e-Business and Technology Systems for the H & T Industry
HTM104-3 Hospitality and Tourism Sales and Marketing
HTM105-3 Ethics, Social Responsibility and Sustainable Tourism
HTM106-3 Hospitality and Tourism Human Resource Management

SEMESTER 2

CUL253-4 Food and Wine Pairing
CUL254-3 Special Event Management
HTM201-3 Operations Finance and Revenue Management in H & T
HTM202-3 Hospitality Law and Risk Management
HTM203-3 Hospitality and Tourism Strategic Management and Leadership
HTM204-4 Hospitality and Tourism Capstone Project

Course Descriptions

Semester 1

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with

a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Principles of Hospitality and Tourism (HTM101) (3 credits)

This course provides an introductory examination of the hospitality and tourism industry, and will cover the scope and significance of the industries and its various sectors. The regional to global economic, social and political impacts and environments will be examined. As a component of the course, students will complete an in-depth project analyzing a sector in the industry.

Hospitality and Tourism Operations (HTM102) (3 credits)

This course provides students with an introductory examination into the skills necessary to operate and manage a hospitality and tourism facility. Students will explore the organizational structures that govern businesses in these sectors, and will study the roles, responsibilities and functions of the departments and key positions. Operational procedures and standards, including guest services management, staffing, purchasing, budgeting, cost control, and risk management are examined.

e-Business and Technology Systems for the H & T Industry (HTM103) (3 credits)

This course provides a comprehensive review of the technology systems that add value, generate revenue and become part of an organization's overall business strategy in the hospitality and tourism industry. Course material will cover digital and mobile ecosystems, e-marketing and e-commerce tools that when applied can result in increased sales, market share and greater quality and cost effectiveness.

Hospitality and Tourism Sales and Marketing (HTM104) (3 credits)

This course provides an examination of the key principles associated with sales and marketing in the hospitality and tourism industry. The course material will cover consumer behaviour, strategic marketing, branding, product development and pricing, market segmentation, customer driven marketing strategies and sales techniques. Students will develop a marketing plan for a selected hospitality and tourism operation.

Ethics, Social Responsibility and Sustainable Tourism (HTM105) (3 credits)

This course provides a comprehensive look at the unique challenges in the hospitality and tourism industry with the opportunities and challenges from globalization, environmental, social, ethical and economic perspectives. Course material will review tourism growth patterns, business evolution, and sustainable, responsible tourism development practices industry sectors.

Hospitality and Tourism Human Resource Management (HTM106) (3 credits)

This course provides an examination of effective human resource management in the hospitality and tourism industry as it relates to the achievement of organizational goals and strategic objectives of the business. Particular attention will be placed on the importance of workforce planning, recruitment, training, retention, performance management and employee relation strategies as it relates to employment legislation, workplace diversity, and health and safety. Students will also be given the opportunity to develop their own customized job search correspondence and participate in mock interviews that help further develop communication and writing skills.

Semester 2

Food and Wine Pairing (CUL253) (4 credits)

Become a wine enthusiast and decipher the many complexities revealed in wine by developing the ability to pair food and wine in today's culinary and hospitality world. Whether planning to entertain in the comfort of one's home, preparing for a business dinner meeting or developing food and wine menus for restaurants or special events, understanding how to pair food and wine is invaluable and quickly becoming a life skill. This course will explore the significance of food and drink by examining fundamental concepts of

wine and food history, tradition and culture. Students will learn about terroir, wine terminology, production, storage, selection, and how wine is properly served.

In conjunction with wine education, culinary management students will complete activities that explore the complexities of wine and its interactions with food.

Special Event Management (CUL254) (3 credits)

In this advanced level course, students will acquire knowledge and examine methods for achieving maximum customer satisfaction and profitability for special events. Students will gain the knowledge and skills required to successfully propose, organize and execute the delivery of special events. Students will contribute to the creation of event menu items that reflect proper cost control practices and take into account customer requests, product availability, special dietary requests and restaurant and staff capabilities. Students will work through the conception, organization, marketing, costing, preparation and service of an event.

Operations Finance and Revenue Management in H & T (HTM201) (3 credits)

This course provides an advanced examination of the responsibilities of the financial manager through a complete accounting cycle in a hospitality context. Course material will explore prudent financial management principles, practical fiscal accountability, and financial resource maximization while helping students develop a managerial perspective of how to record and summarize transactions into financial statements. Cost management, financial statement analysis and budgeting will be also covered.

Hospitality Law and Risk Management (HTM202) (3 credits)

This course will describe the legal risk of operations in the hospitality and tourism industry. Course material will provide an overview of Canadian law and will introduce students to the concept of guest liability. Students will use specific reference to tort law, contract law, and the sale of alcohol, the Innkeepers' Act, the Occupier's Liability Act, and the responsibilities under the law related to successful management, guest safety and reduced liability.

Hospitality and Tourism Strategic Management and Leadership (HTM203) (3 credits)

This course provides an in-depth examination the strategic role of leadership in hospitality and tourism organizations. Students will explore varying styles of leadership and the characteristics of a successful leader, and will be given the opportunity to explore their own style of leadership. Course material will cover effective leadership of individuals and teams, communication skills, conflict resolution, negotiation and problem solving skills in a theoretical and applied approach.

Hospitality and Tourism Capstone Project (HTM204) (4 credits)

This course is the final project to demonstrate the core competencies required in the hospitality and tourism industry. In the exploration of a topic, students will research, delineate, apply and develop a strategic plan for a mock hospitality case. A final presentation and submission will include a feasibility study, market analysis, business plan and implementation strategy.

Automated Manufacturing

Section B.106
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (4069)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Automated Manufacturing graduate certificate program will give you the knowledge, expertise and professional skills related to computer numerical controlled machines (CNC), additive manufacturing (3D printing), robotics applications and automation used in various sectors of industries.

You'll be prepared to work in industries including precision machining shops, automotive, manufacturing, food packaging, medical, aerospace, and many more.

Focus your studies on design, prototyping, manufacturing, and programming in the state-of-the-art CNC mill featuring lathe equipment and 3D printers. You will also get hands on with the latest robotics equipment installed in a world class lab simulating a manufacturing environment.

PROGRAM OUTCOMES

1. Solve automated manufacturing problems found in a typical industrial environment by applying engineering principles and decision-making strategies.
2. Analyze and synthesize technical data to develop graphics and related technical documents conforming to engineering standards.
3. Select and manage appropriate hardware and software for the creation of engineering designs.
4. Identify and utilize manufacturing processes, rapid prototyping methods, and automation technologies to optimize product development.
5. Incorporate sustainable, economic, safe and ethical approaches in the design and implementation of projects.
6. Configure, control, monitor, and evaluate automated manufacturing components and systems to improve automated manufacturing systems and maintain quality control measures in response to industry needs and requirements.
7. Exercise professionalism, leadership, and effective communication in an industrial work setting to increase overall productivity and support a positive work environment.
8. Ensure automation equipment is in compliance with established operating procedures, and occupational health and safety regulations.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent.

It is preferred that students have an educational background in engineering, or an acceptable combination

of related work experience and post-secondary education (as determined by the College).

Applicants whose first language is not English must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Areas include but are not limited to public and private sector groups with a focus on tooling and prototype, precision machining, automotive, and aerospace manufacturing; food and beverage, and pharmaceutical industries; original equipment manufacturers, system integrators, and automation distribution and sales.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

AMF101-3 Integrated Manufacturing Systems

AMF102-3 Solid Modelling I

AMF103-2 Additive Manufacturing I

AMF104-5 Computer Numerical Control Machining I

AMF105-2 Project Research, Ethics, and Report Writing

AMF106-5 Automated Sensing and Control

SEMESTER 2

AMF201-6 Robotics in Manufacturing

AMF202-3 Solid Modelling II

AMF203-3 Additive Manufacturing II

AMF204-5 Computer Numerical Control Machining II

AMF205-3 Project Course

Course Descriptions

Semester 1

Integrated Manufacturing Systems (AMF101) (3 credits)

In this course, students are introduced to Integrated Manufacturing Processes involving a variety of materials used in modern manufacturing industries. The topics cover an overview of common production machines, automated systems, robotics, computer controlled machines, modern material handling processes, inspection systems and process control. The course will include topics involving economics of integrated manufacturing as well as the societal and environmental issues related to manufacturing.

Solid Modelling I (AMF102) (3 credits)

Solid Modelling I focuses on the transition from 2D to 3D design and 3D software used in manufacturing product applications. The student will be introduced to mechanical 3d design software used to build parametric models of parts and assemblies, and how to make drawings of those parts and assemblies.

Additive Manufacturing I (AMF103) (2 credits)

In this course, students will be introduced to the physical properties and manufacturing characteristics of composites, polymers, various metallic alloys, binders and substrates used in Additive Manufacturing (AM). This course provides a fundamental overview of AM history and equipment, 3D printing, rapid prototyping,

computer model simulation and programming, secondary processing and the impact of AM in society.

Computer Numerical Control Machining I (AMF104) (5 credits)

This course is designed to introduce currently enrolled and recently graduated students to theoretical and practical applications of Computer Numerical Controlled Machining in a Manufacturing environment that coupled with other courses including Automation Sensing and Control, Automated Manufacturing incorporating Robotics and additive Manufacturing opens up opportunities in Mechatronics type industries. This course will expose students to all aspects of Program interpretation, Program creation, Safe setup and operation of a 2 axis Tormach lathe. Students will work on the Lathes and have access to the virtual path pilot simulation software supplied by Tormach.

Project Research, Ethics, and Report Writing (AMF105) (2 credits)

The students in this course will gain the understanding of project management and research which includes: project planning, scheduling and reporting. The students will also gain the understanding of ethics and technical report writing.

Automated Sensing and Control (AMF106) (5 credits)

This course introduces students to the various sensors and actuators used in automation systems so that a control system may sense and manipulate the physical world. Automated manufacturing systems are used to produce high quality products at high speed and with great efficiency by using these various sensors, hydraulic and pneumatic actuators, and control systems. Student will be introduced to the control concepts and equipment used in hydraulic and pneumatic controls, basic hardwired and PLC control, including real world interfaces, and lastly understanding the operation, correct application, and integration of discrete, specialty and analog sensors.

Semester 2

Robotics in Manufacturing (AMF201) (6 credits)

The students in this course will gain the understanding of robotics as it applies to the production and assembly processes. The basic principles of robotics will be introduced using ABB RobotStudio for simulation and real world using teach pendant programming. Students will also be exposed to specific process commands and various programming languages.

Solid Modelling II (AMF202) (3 credits)

Solid Modelling II course builds on the fundamentals presented in Solid Modeling I. This course will provide students with an understanding of the parametric design philosophy through a hands-on, practice-intensive curriculum.

Additive Manufacturing II (AMF203) (3 credits)

In this course, students will manufacture parts from 3 dimensional computer models created in Autodesk Inventor or SolidWorks. The students will develop the manufacturing plan and create the code required to program a 3D printer. Students will focus on the various applications, the size and design constraints, and develop a good understanding of the advantages and disadvantages of this technology.

Computer Numerical Control Machining II (AMF204) (5 credits)

This course is designed to introduce currently enrolled and recently graduated students to theoretical and practical applications of Computer Numerical Controlled Machining in a manufacturing environment that coupled with other courses including Automation Sensing and Control, Automated Manufacturing incorporating Robotics and Additive Manufacturing opens up opportunities in Mechatronics type industries. This course will expose students to all aspects of Program interpretation, Program creation, Safe setup and operation of a 3 axis Tormach PCNC 440 Milling Machine. Students will also carry over the training from

semester 1 on CNC Lathes and will be able to proficiently incorporate the lathe and milling training to create functional components. Students will work on the Milling Machines and Lathes and have access to the virtual path pilot simulation software supplied by Tormach that is applicable to both lathes and milling machines.

Project Course (AMF205) (3 credits)

The students in this course will research a relevant automated manufacturing application used in industry and perform a similar operation using the CNCs, 3D printers and industrial robots that they have become familiar with over the course of the program.

Bachelor of Engineering - Mechatronics Engineering

Section B.107
2025-07-02

Degree (4 Years - 8 Semesters) (4200)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. This program may be reinstated in a future Academic Year.

Sault College and Humber College have partnered to bring you an innovative opportunity by co-delivering the Bachelor of Engineering – Mechatronics Engineering program. This collaboration lets you stay close to home while studying and pursuing a degree in an emerging field.

Get hands-on experience with industry-standard advanced technology and choose from focused study in either robotics or embedded systems. Throughout this four-year degree program, you'll solve real industry and community problems and gain knowledge and skills in mechanical, electrical, electronics, and computer engineering.

Use cutting-edge technologies in robotics, control, electronics, Programmable Logic Controllers (PLC), motors, mechanical components, digital and analog circuits, Artificial Intelligence (AI), Virtual Reality (VR), machine learning, modeling, simulation, embedded systems, and advanced manufacturing. These technologies won't just give you theory, but will get you diving into hands-on training where you'll learn to tackle real-world problems with a systems-thinking approach.

You'll also get a chance to work on industry-led projects through capstone projects and applied research projects. Apply your knowledge to solve real-industry problems, while enhancing your professional skills including teamwork, communication, collaboration, and problem solving.

After the third year of study, you will spend the following summer, fall and winter term in a mandatory paid co-op work placement to apply your skills and gain valuable knowledge within the industry.

This program is delivered following a hybrid model which includes a mix of remote delivery from Humber campus and on-campus instruction at Sault College. Practical learning takes place exclusively on campus, within our cutting-edge technology labs.

Ready to rock the emerging world of mechatronics? Let's do it.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To be eligible for admission, you must possess the following:

Academic Requirements

Ontario Secondary School Diploma (OSSD) or equivalent including these required courses:

- Grade 12 English (ENG4U or equivalent)
- Grade 12 Physics (SPH4U)

- Grade 12 Calculus and Vectors (MCV4U)
- Grade 12 Mathematics course from one of the following: Advanced Functions (MHF4U) OR Mathematics of Data Management (MDM4U)
- Two Grade 12 U or M courses in addition to those listed above
- A final grade of not less than 65 per cent in each of the listed course requirements
- Overall minimum grade point average (GPA) of 65 per cent

or

- Mature student status

or

- College or university transfer status

English Language Proficiency

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

International Credit Evaluation

Canadian citizens or permanent residents with international education are required to provide a WES or ICAS evaluation.

CAREER PATHS

As reported in the Engineers Canada Report, Engineering Labour Market in Canada: Projections to 2025, the need for engineers in Canada has been steadily increasing, and growth is expected to continue in the coming years. Graduates of the Mechatronics discipline may find careers in advanced manufacturing, energy, health care, food and pharmaceutical, packaging, consulting, transportation, and automotive, as well as in other emerging industrial sectors.

CLINICAL/LAB OR FIELD PLACEMENTS

A co-op work program (three consecutive work terms, 420 hours each) ensures that work-integrated learning experiences are woven into the curriculum. This provides students with a contextual understanding of the industry and specific sectors they are training for, as well as recognition of the importance of hands-on experience.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

ALGB1100-4 Linear Algebra

CALC1100-4 Calculus I

ENGI1000-4 Physics I

ENGI1010-4 Introduction to Engineering
ENGI1020-3 Engineering in Society
ENGI1021-3 Technical Communication and Critical Thinking for Engineers

SEMESTER 2

CALC1500-4 Calculus II
ENGI1500-4 Physics II
ENGI1510-4 Engineering Design
ENGI1511-3 Engineering Materials
ENGI1512-3 Teamwork and Leadership for Engineers
ENGI1515-4 Introduction to Programming

SEMESTER 3

DIFF2100-3 Differential Equations
ENGI2000-3 Engineering Project Management
MENG2000-4 Electric Circuits Analysis
MENG2010-4 Applied Mechanics
MENG2020-4 Computer Programming
MENG2030-4 Digital Electronics

SEMESTER 4

ENGI2600-3 Earth Science
MENG2500-2 Mechatronics Project
MENG2510-3 Instrumentation & Measurement
MENG2520-3 Pneumatics & Hydraulics
MENG2530-3 Microcontrollers
NUMM2500-4 Numerical Methods

SEMESTER 5

ENGI3000-3 Engineering Economics & Entrepreneurship
MENG3000-3 Statistics and Quality Control
MENG3010-4 Electric Motors
MENG3020-4 System Modeling and Simulation
MENG3065-3 Introduction to Artificial Intelligence
WORK3590-1 Work Preparation

SEMESTER 6

ENGI3500-3 Law, Ethics and Professional Practice
ENGI3591-11 Co-operative Education 1 (Summer Co-op)
ENGI3592-11 Co-operative Education 2 (Fall Co-op)
ENGI3593-11 Co-operative Education 3 (Winter Co-op)
MENG3500-4 Programmable Logic Controllers
MENG3510-4 Control Systems
MENG3520-4 Signal Processing

SEMESTER 7

ENGI4000-4 Capstone Project 1
MENG4000-4 Machine Vision
MENG4010-4 Industrial Networking

SEMESTER 8

ENGI4500-4 Capstone Project 2

PROGRAM OF STUDY NOTES

Important Note:

Course Descriptions

Semester 1

Linear Algebra (ALGB1100) (4 credits)

Students learn to apply methods of linear algebra to problems in engineering. Students perform calculations with vector spaces, systems of linear equations, matrices and matrix operations, determinants and Cramer's rule, eigenvalues and eigenvectors, and complex numbers in lectures and tutorials, and learn about the engineering applications of these calculations.

Calculus I (CALC1100) (4 credits)

Students explore introductory differential and integral calculus. Students work together in labs applying various calculus skills including limits, continuity, differentiability, rules of differentiation, absolute and relative extrema, asymptotes, curve sketching, applications of max/min, related rates, definite and indefinite integration, improper integrals, techniques of integration, and applications. Students participate in a large multi-course project to link calculus skills to solving authentic real-world problems.

Physics I (ENGI1000) (4 credits)

In this course students apply Newton's laws and conservation of energy in their labs. They develop conceptual understanding of the core concepts of mechanics and energy such as motion, time, mass, force, momentum, torque, oscillations, energy and thermodynamics through labs, assignments, and project work. Students work together to apply this framework to describe and predict the behavior of mechanical systems.

Introduction to Engineering (ENGI1010) (4 credits)

Students research and explore the unique elements of engineering as a profession in Canada. Emphasis is placed on the basic skills and knowledge that are key to professional practice. Students complete an engineering project where they experience the full project lifecycle from proposal to final report and presentation. In this project, students apply basic engineering concepts and methodologies to a real-life situation.

Engineering in Society (ENGI1020) (3 credits)

This course is a broad-based introduction to the sociotechnical complexities of engineering practice. Drawing examples from multiple disciplines of engineering, students learn the impact of engineering decisions on society as well the societal factors that influence decisions in engineering settings. They identify the professional responsibilities of engineers in working with different communities as well as the ethical, environmental and safety implications of their decisions. Students engage in various learning activities, including guest speakers, case studies, group project activities, and individual reflections. They have an opportunity to do a mini-research project in an area of interest guided by structured inquiry learning activities.

Technical Communication and Critical Thinking for Engineers (ENGI1021) (3 credits)

Communication skills are critical to a successful career in engineering and technology. In this course, students learn the fundamentals of communication and teamwork skills required in an engineering career. Students prepare exercises and assignments designed to foster independent and collaborative critical thinking, research, writing, visual communication and presentation skills related to technical topics. Students also learn strategies for communicating effectively and persuasively with different audiences, addressing political, ethical, and social issues facing engineers.

Semester 2

Calculus II (CALC1500) (4 credits)

In this course, students examine convergences tests for series; equations and parameterizations of lines, curves, planes, and surfaces; first- and higher-order partial derivatives of scalar- and vector- valued functions; directional derivatives and gradients; linear approximations; optimization of multivariable functions; double integrals in rectangular and polar coordinates; and triple integrals in rectangular and spherical coordinates. Through their course work, students learn the use of multivariable and vector calculus in applications.

Physics II (ENGI1500) (4 credits)

Students study the fundamentals of electromagnetic principles. They examine the topics such as Coulomb's law, Gauss' law, Kirchhoff's laws, Ampere's law, Ohm's law, Faraday's Law, Lenz's law and energy theorems, as well as their applications to a variety of physical phenomena related to static charges, electric and magnetic fields, electric currents, circuits, power, induction, coils, and solenoids. Students participate in interactive lectures, laboratory sessions and tutorials, and are evaluated by assignments, lab reports, exams and a project.

Engineering Design (ENGI1510) (4 credits)

Students develop complex 3D structures in a lab setting based on a series of 3D modeling steps. They complete engineering components and assemblies to given specifications considering design constraints. Students use the standard format of presentation of graphical designs, assembly drawings and parametric models for their work. Students consolidate learning in this course with authentic real-world project work.

Engineering Materials (ENGI1511) (3 credits)

In this course, students examine strength, electrical, mechanical, and thermal properties of materials used to create products and buildings with an emphasis on current manufacturing and construction standards and processes. Materials such as polymers, metals, ceramics, composites, semiconductors, and smart materials are used in the lab. Students propose appropriate materials for a given project or application in manufacturing, construction, electronics, and computing devices taking into consideration the properties of materials.

Teamwork and Leadership for Engineers (ENGI1512) (3 credits)

In this course, students learn how to effectively work within multi-disciplinary teams with consideration of equity, diversity and inclusivity and within an Engineering context. They learn what are the most effective characteristics of leaders, regardless of the situation they are in. As we do not often get to choose who we work with, being able to work effectively in any team is a key skill that supports student success in their future career. Through various learning experiences, including projects and cases studies, students apply the concepts of a team contract, the principles behind conducting effective meetings, identify their own strengths and weaknesses working within a team and adjust their approaches to teamwork resulting in the best outcomes for the individual and the team.

Introduction to Programming (ENGI1515) (4 credits)

In this course, students use the C language to write programs to solve basic engineering challenges. This includes writing programs for decision making, looping, functions, strings, and arrays, as well as data structures and disc operations. Students practice their skills in a combination of lab and project work using authentic case studies and real-world problems.

Semester 3**Differential Equations (DIFF2100) (3 credits)**

This is a foundational course in differential equations. Topics covered include linear equations of first and higher orders, Laplace transforms, power series solutions of second-order equations including Frobenius method, and the Fourier series solutions of partial differential equations with boundary conditions. Students learn techniques in analytical solutions, direction fields, and phase planes as tools for qualitative analysis of differential equations.

Engineering Project Management (ENGI2000) (3 credits)

In this course, students apply project management practices to an engineering project. Students learn the tools to initiate a project plan, identify and manage stakeholders, communicate and analyze key project metrics using accepted Project Management practices (management of cost, time and scope) in order to meet project outcomes. Students will describe the organizational environment, both political and cultural to ensure strategic alignment and team structure.

Electric Circuits Analysis (MENG2000) (4 credits)

This course introduces principles and analysis techniques for DC and AC electric circuits. Concepts such as voltage, current, power are introduced. Students examine the basic components such as resistors, capacitors, inductors, power sources and transformers, and build and test various circuits. Students apply Ohm's Law, Kirchhoff's laws, Superposition Theorem, Thévenin's and Norton's Theorems, Maximum Power Transfer Theorem to analyze the circuits. Steady state and transient circuit behavior and practical applications of circuit analysis are covered. Introduction to 3-Phase Systems, Lead-Lag Networks, Filters, Resonance. The laboratory portion of this course trains students in the operation of electronics test instruments.

Applied Mechanics (MENG2010) (4 credits)

This is an introductory course to the dynamics of automated machines and robots. Students will apply the principles of statics and dynamics to the analysis of motion, mechanical loading, energy and power associated with mechanical systems. Applications such as robot manipulator arms and grippers, conveyors, gears, belt and chain drives, hydraulic and pneumatic actuators which will be analyzed throughout the course.

Technical Option Stream: Robotics

Computer Programming (MENG2020) (4 credits)

Digital Electronics (MENG2030) (4 credits)

In this course students focus on digital logic circuits, numbering systems, Boolean algebra. Students gain skills in design, analysis, construction and troubleshooting of digital logic circuits such as logic gates, flip-flops, counters, shift registers, arithmetic circuits, coded number systems, multiplexers. Students study sequential design, error detection and correction, data conversion, memories, and logic families.

Semester 4

Earth Science (ENGI2600) (3 credits)

This course provides an interdisciplinary exploration of earth sciences and will explore the physical, chemical, and biological processes shaping our planet. The course will examine the interconnectedness of different scientific disciplines and their relevance to daily life and broader societal issues. Students will develop an understanding of the scientific principles that shape geology, meteorology, oceanography, and environmental science, apply scientific inquiry methods, and critically assess how these concepts apply to contemporary global challenges. Students will engage with real-world examples and case studies to examine Earth's dynamic systems and the interplay between human activity and natural processes. By

fostering an understanding of scientific concepts and methodologies, students will develop the ability to make informed decisions and critically evaluate scientific information. The course will also address the intersection of human rights in relation to the use of Earth's natural resources.

Mechatronics Project (MENG2500) (2 credits)

In this course students learn to apply engineering design principles and methodology to the solution of an open-ended mechatronics design problem. Throughout the course, student teams will be expected to complete milestones related to the design and development process, including: problem definition, generation and evaluation of concepts, engineering analysis, design, development, testing, and preparation of design documentation. Team work, project management, and communications skills are emphasized.

Instrumentation & Measurement (MENG2510) (3 credits)

This course focuses on basic instrumentation techniques and measurement methods. Students will analyze, construct, troubleshoot, calculate errors, and provide error compensation. Operation and applications of core electronic devices will be studied. Instrumentation principles, analog signal processing/conditioning and interfacing circuitry is covered. Students will also be introduced to computer-based data acquisition/processing.

Pneumatics & Hydraulics (MENG2520) (3 credits)

This course introduces the fundamental principles of pneumatics and hydraulics (fluid power) components and systems. Students will learn how to design, analyze and predict the performance of automated fluid power systems using industry-standard software. Students will learn to size, select and integrate fluid power system components to achieve optimal operation.

Microcontrollers (MENG2530) (3 credits)

Students learn the development and implementation of firmware for embedded microcontrollers using Embedded C and assembly language. They study the fundamental principles of embedded systems design using microcontrollers, architecture and components. Through hands-on exercises, students develop skills in interfacing microcontrollers with external devices such as sensors, actuators and peripherals, using common interfacing standards. The skills gained in this course are utilized in Mechatronics Project course.

Numerical Methods (NUMM2500) (4 credits)

Students learn how to find numerical solutions to problems which are difficult or impossible to solve analytically. They will learn numerical methods for solving non-linear equations in one variable, systems of linear equations, numerical differentiation and integration, numerical solutions of ordinary differential equations, interpolation and curve fitting. Students will learn the algorithms, and use software (MATLAB) to solve applied problems. In addition, students will learn fundamental concepts from error analysis of numerical solutions.

Semester 5

Engineering Economics & Entrepreneurship (ENGI3000) (3 credits)

The course is designed to provide students with an introduction to economic and financial concepts for effective decision making in the field of engineering. Students will learn key concepts such as the time

value of money, rate of return, evaluation of alternatives, risk and return, replacement analysis and the impacts of taxation, inflation, and depreciation on decision making. In addition, students will be introduced to entrepreneurship and learn about economic and financial considerations, sales and marketing, human resources, competition and funding opportunities in the context of a small business. In small groups, student will create a basic business plan and present a pitch for a start-up company.

Statistics and Quality Control (MENG3000) (3 credits)

The course starts with descriptive measures of central tendency and variation including mean, median, mode, range, variance, and standard deviation. After, Probability distribution will be used to analyze the central tendency and variations in manufacturing processes. The tools of quality control are also introduced including cause-and-effect diagrams, pareto charts, histograms, and control charts. Student will learn how to apply statistics to process control (SPC) by constructing and interpreting various control charts for variables and attributes.

Electric Motors (MENG3010) (4 credits)

Students learn the principal operation of linear and rotary actuators including brushed/brushless DC stepper, servo, single-phase, 3-phase synchronous and induction motors. The course provides basic knowledge including torque, current, voltage, frequency, efficiency, standard codes, and safety precautions of the industrial motors. The concept of motor control techniques such as pulse width modulation, variable frequency drives is included. By the end of this course students should be able to size and select the electrical motors for different types of loading and applications.

System Modeling and Simulation (MENG3020) (4 credits)

The course will introduce the basic concepts of computation through modeling and simulation that are increasingly being used by engineers. Students will use MATLAB to explore a range of programming and modeling concepts while acquiring those skills. They will then undertake a final project that analyzes one of a variety of scientific problems by designing a representative model, implementing the model, completing a verification and validation process of the model, reporting on the model in oral and written form, and changing the model to reflect corrections, improvements and enhancements.

Introduction to Artificial Intelligence (MENG3065) (3 credits)

Work Preparation (WORK3590) (1 credits)

This course is designed to support students as they develop and conduct an effective job search, which is focused on their intended field, and make a successful entry into the workplace. Through interactive and confidence building exercises, students will identify their strengths, develop effective resumes/cover letters/e-portfolios, gather information, develop/conduct self-marketing strategies including networking, learn how to interview effectively, and apply technology to support their job search. Students will also learn about Co-op learning goals, processes and protocols, as well as the expectations and regulations that apply in the workplace (social, organizational, ethical, and safety), including prevailing economic conditions and industry trends.

Semester 6

Law, Ethics and Professional Practice (ENGI3500) (3 credits)

Students learn the general legal and ethical aspects and responsibilities of engineering professional practice in Canada. Through case studies, students apply their knowledge and understanding to analyze, apply and communicate the engineering law and ethics code requirements, legal duties and liabilities of the professional.

Co-operative Education 1 (Summer Co-op) (ENGI3591) (11 credits)

The co-op work term will provide students with a practical yet meaningful work-integrated learning experience relevant to their program of study, and the opportunity to learn and build skills required for career success in their field. The work term will enable students to apply the skills and knowledge in an actual work environment to solve real world problems, adapt to the requirements of the workplace, collaborate with others, expand their awareness of the realities of their chosen field, and grow professionally as well as personally.

Co-operative Education 2 (Fall Co-op) (ENGI3592) (11 credits)

The co-op work term will provide students with a practical yet meaningful work-integrated learning experience relevant to their program of study, and the opportunity to learn and build skills required for career success in their field. The work term will enable students to apply the skills and knowledge in an actual work environment to solve real world problems, adapt to the requirements of the workplace, collaborate with others, expand their awareness of the realities of their chosen field, and grow professionally as well as personally.

Co-operative Education 3 (Winter Co-op) (ENGI3593) (11 credits)

The co-op work term will provide students with a practical yet meaningful work-integrated learning experience relevant to their program of study, and the opportunity to learn and build skills required for career success in their field. The work term will enable students to apply the skills and knowledge in an actual work environment to solve real world problems, adapt to the requirements of the workplace, collaborate with others, expand their awareness of the realities of their chosen field, and grow professionally as well as personally.

Programmable Logic Controllers (MENG3500) (4 credits)

This course presents and focuses on the designing practice of Programmable Logic Controllers (PLCs) widely used in the automation industry. PLCs represent one of the fastest growing sectors of the industrial industry and have proven to be the solution for a variety of applications, which previously relied on electromechanical control systems. The students program PLCs using the IEC 61131-3 standard languages such as ladder logic, function block diagram, structure text, and sequential function chart. In addition, this course provides communication methods about factory communication networks of the PLCs. Moreover, the students write, download, and execute application programs using human machine interfaces to monitor and control the process applications automated by the PLCs. The real industrial applications provide practical programming and troubleshooting skills used in the maintenance of automated systems.

Control Systems (MENG3510) (4 credits)

Signal Processing (MENG3520) (4 credits)

This course provides the analysis methods of continuous-time and discrete-time signals and systems. The following topics are discussed including representations of signals, Laplace transform, transfer function, impulse response, step response, the convolution integral and its interpretation, Fourier analysis for continuous time signals and systems and an introduction to sampling. Also, linear time-invariant systems and Filters.

Semester 7

Capstone Project 1 (ENGI4000) (4 credits)

Capstone is a project based learning opportunity where students research, design, and develop a prototype, process, or a solution for an industry-based and multi-disciplinary application. This course

provides the student with a significant experience in self-directed and employability skills.

Machine Vision (MENG4000) (4 credits)

Building upon knowledge of Image Processing acquired in the Signal Processing course, Students study in-depth topics that are required, in order to build systems that enable the computer, and the machine in general, to perform vision tasks. These tasks range from acquiring visual information, to processing it, analyzing it and identifying features of interest in it. Students classify these features and produce an overall understanding of it. Topics include morphological image processing, edge detection, segmentation, pattern recognition and pattern classification.

Industrial Networking (MENG4010) (4 credits)

Through hands-on practice and projects, this course will provide a strong foundation in networking technologies, fundamental to computer and industrial networks. The core topics discussed include protocols and standards, architectures, addressing, devices, media and signals. Students will explore techniques and technologies to secure, manage and optimize communication networks. Concepts in wireless communications and sensor networks will be introduced.

Semester 8

Capstone Project 2 (ENGI4500) (4 credits)

This course is the continuation of the Capstone Project 1, where students implement their developed and designed solutions and test, analyze test results, and troubleshoot. The outcome of the course will be documented in a comprehensive report and will be presented to stakeholders through a showcase event.

Civil Engineering Technician

Section B.108

2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4080)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love building communities? In the Civil Engineering field, you'll help shape the lives of others for years to come. It's a big responsibility, but hey, you're up for the challenge!

Through the 2-year Civil Engineering Technician program, you will develop an understanding of planning, design, surveying, material science, project management and construction across a variety of industries.

Gain the core skills needed to excel in an in-demand career that is essential to our communities. Learn about:

- Roadway design and construction techniques
- Computer-aided drafting (AutoCAD) and design and visualization skills
- Electronic surveying
- Project management and estimating
- Municipal services
- Structural design
- Construction of hydro-electric developments
- Sales and marketing

Gain hands-on experience. Make meaningful connections. Succeed.

As a co-operative education program, you'll gain valuable, real-world experience while making important connections with industry leaders and earning money! Plus, many employers hire co-op grads because of their applied knowledge. Why not give yourself a competitive advantage?

If you want to expand on your education, earn your diploma right here and move onto Confederation College to complete your Civil Engineering Technology Advanced Diploma in only one more year.

Look around. Chances are there are a few things that have been built without having been touched by the world of civil engineering. And it starts at Sault College.

PROGRAM OUTCOMES

A graduate of the Civil Engineering Technician Program at Sault College will reliably demonstrate the ability to:

1. develop and use strategies to enhance professional growth and ongoing learning in the civil engineering field.
2. comply with workplace health and safety practices and procedures in accordance with current legislation and regulations.
3. complete duties and assist in monitoring that work is performed in compliance with contractual obligations, applicable laws, standards, bylaws, codes and ethical practices in the civil engineering field.
4. carry out sustainable practices in accordance with contract documents, industry standards and environmental legislative requirements.

5. collaborate with the project team and communicate effectively with *project stakeholders* to support *civil engineering projects*.
6. collect, process and interpret technical data to produce written and graphical project-related documents.
7. use industry-specific electronic and digital technologies to support *civil engineering projects*.
8. participate in the design and modeling phase of *civil engineering projects* by applying engineering concepts, *basic technical mathematics* and principles of science to the review and production of project plans.
9. assist in the scheduling, cost estimation and monitoring of the progression of *civil engineering projects* by applying principles of construction project management.
10. perform *quality control* testing and the monitoring of equipment, materials and methods involved in the implementation and completion of *civil engineering projects*.
11. apply teamwork, leadership and interpersonal skills when working individually or within multidisciplinary teams to complete *civil engineering projects*.

Reference

Ministry of Training, Colleges and Universities, Civil Engineering Program Standards (MTCU 51003), July 2016.

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ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 12 Mathematics for College Technology (C) MCT4C or Grade 12 Foundations for College Math (C) MAP4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

As a graduate from this program, you will be able to seek careers with consulting engineering companies, general contractors, building product manufacturers, municipal governments, highway departments, and federal public works departments.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,975.80	\$1,495.00	\$15,757.30	\$2,145.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit

your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWA100) in order to graduate.

Program College Contact: Marc Pilon, marc.pilon@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CCT100-4 Construction Safety/Tools
CCT103-4 Blueprints, Specifications & Layout
CMM115-3 Communications I
MTH145-4 Mathematics
SUR101-4 Surveying
BCO118-3 Computer Applications for Business I

SEMESTER 2

ARC101-5 Building and Construction Estimating
CAD100-4 Introduction to Computers and AutoCAD
CCT120-4 Concrete and Formwork I
CON200-4 Construction Materials I
CWA100-3 Co-op Placement I
Note: CWA100-3 is mandatory and takes place in the summer.
MEC101-4 Statics
GEN100-3 Global Citizenship

SEMESTER 3

ARC217-4 Soil Mechanics
CAD222-3 Applied CAD II
CIV215-3 Project Management and Law
CMM210-3 Technical Communication
MEC102-3 Strengths & Materials
MTH146-4 Mathematics
SUR201-4 Surveying

SEMESTER 4

CAD266-3 AutoCAD Civil 3D Applications
CIV205-4 Applied Municipal Services
CIV216-4 Highway Engineering
CIV225-5 Structures

Select one of the following:

GEN110: Student Selected General Education

Note: CWA100-3 is mandatory and takes place in the summer.

Course Descriptions

Semester 1

Construction Safety/Tools (CCT100) (4 credits)

This course focuses on safety practices and procedures in the construction industry. Students will learn about occupational and health safety standards, work site hazards, personal protective equipment and maintenance requirements, and work site communication skills.

Hands on applications focus on safe operation of hand tools, power tools, powder actuated tools and cutting torch.

Blueprints, Specifications & Layout (CCT103) (4 credits)

This course focuses on interpreting blueprints, drawings and layouts using architectural and measurement conventions to industry standards of practice. Students will learn to interpret sketches and drawings and learn to use scales, tapes and measurement conventions. They will also learn basic principles of construction layout. Throughout the course, the student will be familiarized with relevant provisions of the Ontario Building Code.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Mathematics (MTH145) (4 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts including arithmetic operations and concepts in measurement. This is followed by several algebra topics including linear equations, factoring, fractions and quadratic equations. A treatment of trigonometry of right triangles, the trigonometric functions of any angle and of oblique triangles is also included.

The goals of this course are, first, to show that mathematics does play a most important role in the development and understanding of the various fields of technology and, secondly, to ensure that students acquire the mathematical and critical thinking skills necessary to analyze and solve engineering technology problems.

Surveying (SUR101) (4 credits)

This course introduces the student to basic surveying principles. The topics deal with the theory, application, and care of traditional instruments such as the level, theodolite and chain. Emphasis is placed on contributing effectively as a team member of a survey crew.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Semester 2**Building and Construction Estimating (ARC101) (5 credits)**

This course covers the theories and principles of estimating and quantity survey techniques applied to light construction projects. The subject includes mathematics of estimating, site work, concrete and form work,

carpentry, masonry, and moisture protection and finishes. The student will develop unit construction costs to supply and install building elements.

Introduction to Computers and AutoCAD (CAD100) (4 credits)

This course briefly introduces students to computer concepts and PC software applications. Practical skills in the use of Windows, file management and spreadsheets will be developed. With this basic foundation, the student will explore the fundamentals of computer assisted drafting using AutoCAD. Practical exercises will help the student develop a basic knowledge of AutoCAD. The student will understand the fundamental concepts of computer applications related to architectural and engineering drawing.

Concrete and Formwork I (CCT120) (4 credits)

This course focuses on the methods and procedures used in the placement of concrete and form setting. Students will learn about equipment and tools used in concrete placement, and will learn to install concrete and grout material as well as reinforcement components. Students will also learn to interpret blueprints for form setting activities and the use of form setting tools.

Construction Materials I (CON200) (4 credits)

The student is introduced to various construction materials such as aggregates, Portland cement concrete and asphalt concrete. Understanding of the physical and engineering properties of these materials is accomplished by way of lectures, laboratory, testing, field trips and class presentations.

Co-op Placement I (CWA100) (3 credits)

Students will spend their first work term working in Civil related activities at a level compatible with their skills. The student will keep an activity log and prepare a report based on their job experience. The employer will do an evaluation of the co-op employee.

Statics (MEC101) (4 credits)

This course entails a thorough study of statics, providing fundamental skill for further development in various studies. Topics include: force vectors, components, resultants, moments, couples, equilibrium in force systems, trusses and frames, centroids, friction laws, impending motion, centroids and centers of gravity.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Soil Mechanics (ARC217) (4 credits)

The student will reinforce his/her understanding of soil formation, identification and classification. In addition, the student will be introduced to the engineering properties of soil and movement of water through soil. Sub-grade pavement materials will also be covered.

Applied CAD II (CAD222) (3 credits)

This course is intended to expand on the basic skills developed from other introductory formal CAD courses. Students should have prerequisite CAD120 or equal industrial experience. The student will learn how to use advanced AutoCAD features such as customization of menus and toolbars, macros, integrate basic LISP programs, digitizing, understand the principle of 3-D modeling wire frames, surfaces and solids.

Project Management and Law (CIV215) (3 credits)

To familiarize the student with construction management practices, contractual arrangements, types of contracts, contract documents, bonds and insurance, bidding procedure, planning and scheduling, contract administration, and arbitration.

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Strengths & Materials (MEC102) (3 credits)

Basic concepts, stress and strain, Hooke's law, Young's modulus, temperature stresses, thin walled cylinders, factor of safety, structural shapes, riveted and bolted connections, first and second moment of areas, and shear and bending diagrams are studied.

Mathematics (MTH146) (4 credits)

This course is a continuation of MTH145 for engineering and technology students. Topics of study include geometry, exponents and radicals, exponential and logarithmic functions, variation, plane analytic geometry, statistics, and graphs of trigonometric functions. This course is suitable for students studying at the technician level.

Surveying (SUR201) (4 credits)

Surveying plays a key role with our built environment. As a civil technician you may have responsibilities at the initial planning, layout or construction phases of a project.

This course integrates the operations of a total station, GPS, and drone technology to computer software for the purpose of map creation, terrain modeling and project data management. The field work deals with topographic surveys and practical construction layout projects.

This course is a continuation of SUR101.

Semester 4**AutoCAD Civil 3D Applications (CAD266) (3 credits)**

This course will further develop student's skills in AutoCAD, specifically the understanding of applications and proficiency in Civil 3D. AutoCAD Civil 3D is the backbone of Civil Engineering Industry in a variety of sectors (Land development, Municipal Infrastructure, Transportation) and extends the knowledge of 2D AutoCAD, as well as surveying applications.

This course will develop skills in Surfaces, Alignment, Corridors, Plan and Profiles, Cuts and Fills, as well as general geometric alignments of roadways and infrastructure. At the completion of this Course, students will be able to develop base drawings in 3D surveyed data, add and modify underground elements (i.e. sewers, water main, maintenance structures), develop alignments of existing and proposed construction, and determine material quantities.

Applied Municipal Services (CIV205) (4 credits)

Students will examine: water supply, water treatment plants, sewage disposal, garbage disposal, sewer design, government approval applications, subdivision design. Field trips to various municipal services installation works are included.

Highway Engineering (CIV216) (4 credits)

This course will introduce the student to fundamental concepts in the field of transportation engineering. The student will develop a working knowledge of road classification, level of service, traffic study, highway geometrics and intersection design. Computer and survey applications will be discussed when appropriate.

Structures (CIV225) (5 credits)

This course provides the student with a general understanding of structures. The topics deal with general types of structures, loads on structures, analysis and design of structural elements.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Construction Engineering Technician

Section B.109
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4083)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Graduates of the Construction Engineering Technician program carry out technical functions related to a broad range of construction projects within government and the residential and industrial, commercial and institutional (ICI) construction sectors.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

An Ontario Secondary School diploma, mature student status or equivalent, with Grade 12 English (C) ENG4C, Grade 12 Mathematics for College Technology (C) MCT4C or Grade 12 Foundations for College Math (C) MAP4C.

CAREER PATHS

Coming soon.

EDUCATIONAL PATHS

Students that take the following programs at Sault College may choose to continue their post-secondary education by laddering into the Construction Engineering Technician program:

- Construction Techniques program
- Pre-Trades and Technology program
- General Arts and Science - One-Year program
- Biidaaban Indigenous Foundations program

Students who complete the Construction Engineering Technician Program may choose to complete the Construction Engineering Technologist program at another institution, or continue with Civil Engineering

at the University level.

OTHER INFORMATION

Program College Contact: Marc Pilon, marc.pilon@saultcollege.ca

PROGRAM OF STUDY

Electrical Engineering Technician - Process Automation

Section B.110
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4026)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Your future is connected to the lifelines of our industries. And we think that's very cool!

The Electrical Engineering Technician – Process Automation program provides practical knowledge of electricity and electronics.

As a graduate of the technician program, you will be able to install, test, modify, troubleshoot, and repair electrical systems. Not only that, but you'll also be able to evaluate, analyze, design, and develop those same systems!

Our state-of-the-art Electrical Engineering labs boast the latest equipment including Rockwell PLC 5000's, ABB Robots, Rockwell Powerflex DC Drives and so much more!

Plus, learn from and gain valuable insights from experienced instructors who have worked in many industrial settings (we kind of think of them as mentors).

From today to apprenticeship to a fulfilling career – it starts at Sault College!

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status. Completion of the two year Electrical Engineering Technician - Process Automation program and technology-level mathematics are required for entrance to the Technology program. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

Grade 12 Mathematics for College Technology (C) MCT4C.

CAREER PATHS

Graduates of the Electrical Engineering Technician Process Automation program may be employed by a public utilities commission, an industrial user, a manufacturer of electrical equipment, an electrical installer, or an electrical engineering consulting firm. Other potential areas of employment include the steel and papermaking industries and electrical power generation.

As an Electrical Engineering Technician, graduates may also be hired as an instrument repair technician, electrical maintenance technician, process control technician, or electrical repairer.

Technician and technology graduates who have had two years of acceptable work experience are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) subject to fees and other requirements as established by OACETT. For more information please visit the OACETT website: <https://www.oacett.org/>.

OTHER INFORMATION

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ELN100-5 Electronic Fundamentals I
ELR100-5 Electrical Fundamentals DC
ELR114-3 Measurement and Shop Practice
MTH142-5 Mathematics
GEN100-3 Global Citizenship

SEMESTER 2

ELN109-5 Electronic Devices and Circuits
ELN210-3 Computer Aided Design
ELR109-5 A.C. Circuit Analysis & Machines
MTH143-5 Mathematics

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

ELN115-6 Digital Integrated Electronics
ELN213-4 Electronic Devices and Circuits II
ELN229-4 Instrumentation/Process Control
ELR215-3 Electrical Power Systems
ELR216-2 Introduction to Robotics
ELR232-7 Electrical Machines

SEMESTER 4

ELR223-6 Robotic and PLC Control Systems
ELR236-7 Power Electronics
RAA205-4 Industrial Automation Networking I
ELR214-4 Organizational Effectiveness

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Electronic Fundamentals I (ELN100) (5 credits)

This is an introduction to the physical principles of semi-conductors and diodes with practical circuit applications. The study of LINEAR DC power supplies and transistor circuit analysis with related laboratory projects is also introduced.

Electrical Fundamentals DC (ELR100) (5 credits)

This is an introduction to electrical quantities and units; Ohm's and Kirchoff's Laws; simple DC series, parallel, series-parallel, and voltage divider circuits; simple DC network analysis; magnetism and electromagnetism; inductance and capacitance; DC series RL circuit analysis.

Measurement and Shop Practice (ELR114) (3 credits)

This course provides an understanding of the operating principles, characteristics, and application of electrical/electronic measuring instruments. Component testing and identification, soldering, wire-wrapping and hand tool exercises will be practiced in a lab setting.

Mathematics (MTH142) (5 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measurement. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and

Cultural Understanding General Education themes.

Semester 2

Electronic Devices and Circuits (ELN109) (5 credits)

This course is an in-depth analysis of amplifiers, using D.C. and A.C. equivalent circuits, employing BJT's, JFET's, MOSFET's, and linear IC's (OPAMPS). The lab work will include the design, analysis, testing and troubleshooting of amplifiers.

Computer Aided Design (ELN210) (3 credits)

This course will teach the student the use of computer aided design tools (AUTOCAD) within the electrical industry. Software will be used to create and modify electrical/electronic schematics, wiring and layout diagrams.

A.C. Circuit Analysis & Machines (ELR109) (5 credits)

This course is an analytical study of series, parallel and series-parallel A.C. impedance networks, network theorems and polyphase circuits. Concurrently an introduction to A.C. and D.C. motors and generators together with their control methods is studied using complex math.

Mathematics (MTH143) (5 credits)

This course is a continuation of MTH142 (from Semester I) for engineering technology students. Topics of study include exponents and radicals, plane analytic geometry, solid mensuration, and functions including trigonometric, exponential and logarithmic functions. This course concludes with an introduction to statistics.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Digital Integrated Electronics (ELN115) (6 credits)

This course is the study of digital logic circuits and pulse circuits. The student will study pulse fundamentals, basic digital gates, flip flops counters and registers, A/D and D/A conversion. Practical exercises include circuit analysis, testing, troubleshooting and applications.

Electronic Devices and Circuits II (ELN213) (4 credits)

This course is a detailed study of control devices and circuits together with their industrial applications. Topics include relays, timing circuits, operational amplifiers, optoelectronics, trigger devices (BJT, UJT, 555 timer), THYRISTOR control devices (SCR, TRIACS). Related practical exercises will consist of circuit design, analysis, testing and trouble-shooting.

Instrumentation/Process Control (ELN229) (4 credits)

This course introduces the student to the principles of Instrumentation and Process Control. The measurement and control of process variables such as temperature, pressure, level and flow will be studied in detail and applied in the practical component of the course.

Electrical Power Systems (ELR215) (3 credits)

This course is a study of the production and delivery of electrical power from the generating station to the consumer. Transmission and distribution equipment, system configurations, protection and control and electrical load fundamentals will be discussed and analyzed.

Introduction to Robotics (ELR216) (2 credits)

This course introduces the student to the basic concepts and components associated with industrial

robotic systems. This introductory course gives the student a basic understanding of where robotic systems fit in an automated industrial production ecosystem. Theory and discussions include robotic and industrial automation fundamental topics such as system configurations, industrial applications, robotic safety, methods of power transmission, types of control, tooling, and interfacing with peripherals.

Electrical Machines (ELR232) (7 credits)

This course is an analytical study of the characteristics, performance and control of D.C. generators and motors, single and polyphase induction motors, polyphase synchronous machines and transformers, supported by an integrated laboratory program.

Semester 4

Robotic and PLC Control Systems (ELR223) (6 credits)

This course will introduce the student to the programming and control fundamentals used in various PLC and robotic automation controllers, reinforced using PLC applications and programming techniques. The student will develop a general understanding of PLCs and both the hardware and software associated with Allen Bradley ControlLogix 5000 platform. PLC programming techniques using computer-based software will be used to design, document and commission basic to intermediate PLC programs. The student will additionally learn how to interface a PLC with an HMI to control selected lab equipment.

Power Electronics (ELR236) (7 credits)

This course is an introductory analytical study of A.C. and D.C. motor control utilizing solid-state techniques. The topics include D.C. motor speed control utilizing phase-controlled and chopper converters; and polyphase A.C. motor speed control utilizing six-step and pulse-width modulated inverters and phase-controlled cycloconverters. This course is supported by a well equipped laboratory program.

Industrial Automation Networking I (RAA205) (4 credits)

The student will study the technology and protocols used in industrial networks for process automation. The TCP/IP 4 layer model will form the basis of the course with a comparison to the OSI 7 layer model. The theory will be strengthened with hands-on labs in cable making, protocol analysis (RS232, RS485, TCP/IP) as well as building simple client/server networks. Industrial networks topics such as Ethernet/IP and CAN BUS will also be studied.

Organizational Effectiveness (ELR214) (4 credits)

Knowledge of the patterns and precedents of the past provide the means for a person to gain awareness of his/her place in contemporary culture. Every organization, as a culture, requires critical elements to be effective. Appreciating the roles and contributions of those elements inform one's understanding of the organizational culture. Some key elements include Quality Assurance, the organization's relevance to consumer well-being and the operation of inter-disciplinary teams. This course will provide insight into historical and current organizational cultures and the need for motivation in them.

Electrical Engineering Technician - Process Automation and Trades

Section B.111
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4127)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Our industries depend on electricity and electrical systems to operate. So, it's no surprise there is a demand for skilled electrical workers.

The 2-year Electrical Engineering Technician – Process Automation and Trades program gives you the foundational skill and knowledge to excel in your career in the electrical trades.

Gain experience with electrical motors, automated control systems, PLCs, transformers, and their industrial applications. As a graduate of the technician program, you will be able to install, test, modify, troubleshoot, and repair electrical systems.

Learn essential skills in a world-class laboratory.

Our state-of-the-art Electrical Engineering labs boast the latest equipment including Rockwell PLC 5000s, ABB Robots, Rockwell Powerflex DC Drives, and so much more!

Plus, learn from and gain valuable insights from experienced instructors who have worked in many industrial settings (we like to think of them as mentors).

Earn three diplomas in as little as three years!

Our Electrical programs provide you with the opportunity to receive three diplomas in as little as three years. Students may be eligible to receive the Instrumentation Technician diploma and the Electrical Engineering Technology diploma upon completion of additional courses.

By taking any one of our ever-popular electrical engineering programs, you'll learn about the fascinating field of electricity and electronics. You'll also learn a wide range of skills in computer technology.

If the real you is a creative problem solver who enjoys learning by doing, you will find it here.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

Grade 12 Mathematics for College Technology (C) MCT4C.

CAREER PATHS

The work-ready graduates of the Electrical Engineering Technician - Process Automation and Trades program have numerous opportunities and will be attractive to prospective employers given their Electrical Engineering Technician program diploma. As an Electrical Engineering Technician, graduates may also be hired as an instrument repair technician, electrical maintenance technician, process control technician, or electrical repairer.

Graduates of this program may also pursue further education or apprenticeships in the Construction or Industrial Electrician trades. Students wishing to pursue an apprenticeship should contact the local office of the Ministry of Training, Colleges & Universities, Apprenticeship Branch - 705.945.6815 in Sault Ste. Marie.

Technician and technology graduates who have had two years of acceptable work experience are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) subject to fees and other requirements as established by OACETT. For more information please visit the OACETT website: <https://www.oacett.org/>.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program Coordinator: Jon Pasiak, (705) 759-2554 ext 2525, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ELN100-5 Electronic Fundamentals I
ELR100-5 Electrical Fundamentals DC
ELR114-3 Measurement and Shop Practice
MTH142-5 Mathematics
GEN100-3 Global Citizenship

SEMESTER 2

ELN109-5 Electronic Devices and Circuits
ELN210-3 Computer Aided Design
ELR109-5 A.C. Circuit Analysis & Machines
ELR113-2 Installation Methods I
MTH143-5 Mathematics

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

ELN115-6 Digital Integrated Electronics
ELN213-4 Electronic Devices and Circuits II
ELN229-4 Instrumentation/Process Control
ELR215-3 Electrical Power Systems
ELR216-2 Introduction to Robotics
ELR232-7 Electrical Machines

SEMESTER 4

ELR223-6 Robotic and PLC Control Systems
ELR233-5 Installation Methods III
ELR236-7 Power Electronics
RAA205-4 Industrial Automation Networking I
ELR214-4 Organizational Effectiveness

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Electronic Fundamentals I (ELN100) (5 credits)

This is an introduction to the physical principles of semi-conductors and diodes with practical circuit applications. The study of LINEAR DC power supplies and transistor circuit analysis with related laboratory projects is also introduced.

Electrical Fundamentals DC (ELR100) (5 credits)

This is an introduction to electrical quantities and units; Ohm's and Kirchoff's Laws; simple DC series, parallel, series-parallel, and voltage divider circuits; simple DC network analysis; magnetism and electromagnetism; inductance and capacitance; DC series RL circuit analysis.

Measurement and Shop Practice (ELR114) (3 credits)

This course provides an understanding of the operating principles, characteristics, and application of electrical/electronic measuring instruments. Component testing and identification, soldering, wire-wrapping and hand tool exercises will be practiced in a lab setting.

Mathematics (MTH142) (5 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measurement. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2**Electronic Devices and Circuits (ELN109) (5 credits)**

This course is an in-depth analysis of amplifiers, using D.C. and A.C. equivalent circuits, employing BJT's, JFET's, MOSFET's, and linear IC's (OPAMPS). The lab work will include the design, analysis, testing and troubleshooting of amplifiers.

Computer Aided Design (ELN210) (3 credits)

This course will teach the student the use of computer aided design tools (AUTOCAD) within the electrical industry. Software will be used to create and modify electrical/electronic schematics, wiring and layout diagrams.

A.C. Circuit Analysis & Machines (ELR109) (5 credits)

This course is an analytical study of series, parallel and series-parallel A.C. impedance networks, network theorems and polyphase circuits. Concurrently an introduction to A.C. and D.C. motors and generators together with their control methods is studied using complex math.

Installation Methods I (ELR113) (2 credits)

This course introduces the student to residential wiring practices and the Canadian Electrical Code.

Mathematics (MTH143) (5 credits)

This course is a continuation of MTH142 (from Semester I) for engineering technology students. Topics of study include exponents and radicals, plane analytic geometry, solid mensuration, and functions including trigonometric, exponential and logarithmic functions. This course concludes with an introduction to statistics.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3**Digital Integrated Electronics (ELN115) (6 credits)**

This course is the study of digital logic circuits and pulse circuits. The student will study pulse fundamentals, basic digital gates, flip flops counters and registers, A/D and D/A conversion. Practical exercises include circuit analysis, testing, troubleshooting and applications.

Electronic Devices and Circuits II (ELN213) (4 credits)

This course is a detailed study of control devices and circuits together with their industrial applications. Topics include relays, timing circuits, operational amplifiers, optoelectronics, trigger devices (BJT, UJT, 555 timer), THYRISTOR control devices (SCR, TRIACS). Related practical exercises will consist of circuit design, analysis, testing and trouble-shooting.

Instrumentation/Process Control (ELN229) (4 credits)

This course introduces the student to the principles of Instrumentation and Process Control. The measurement and control of process variables such as temperature, pressure, level and flow will be

studied in detail and applied in the practical component of the course.

Electrical Power Systems (ELR215) (3 credits)

This course is a study of the production and delivery of electrical power from the generating station to the consumer. Transmission and distribution equipment, system configurations, protection and control and electrical load fundamentals will be discussed and analyzed.

Introduction to Robotics (ELR216) (2 credits)

This course introduces the student to the basic concepts and components associated with industrial robotic systems. This introductory course gives the student a basic understanding of where robotic systems fit in an automated industrial production ecosystem. Theory and discussions include robotic and industrial automation fundamental topics such as system configurations, industrial applications, robotic safety, methods of power transmission, types of control, tooling, and interfacing with peripherals.

Electrical Machines (ELR232) (7 credits)

This course is an analytical study of the characteristics, performance and control of D.C. generators and motors, single and polyphase induction motors, polyphase synchronous machines and transformers, supported by an integrated laboratory program.

Semester 4

Robotic and PLC Control Systems (ELR223) (6 credits)

This course will introduce the student to the programming and control fundamentals used in various PLC and robotic automation controllers, reinforced using PLC applications and programming techniques. The student will develop a general understanding of PLCs and both the hardware and software associated with Allen Bradley ControlLogix 5000 platform. PLC programming techniques using computer-based software will be used to design, document and commission basic to intermediate PLC programs. The student will additionally learn how to interface a PLC with an HMI to control selected lab equipment.

Installation Methods III (ELR233) (5 credits)

This course is a continuation of installation Methods I and II. Residential wiring methods are completed and commercial wiring methods are introduced.

Power Electronics (ELR236) (7 credits)

This course is an introductory analytical study of A.C. and D.C. motor control utilizing solid-state techniques. The topics include D.C. motor speed control utilizing phase-controlled and chopper converters; and polyphase A.C. motor speed control utilizing six-step and pulse-width modulated inverters and phase-controlled cycloconverters. This course is supported by a well equipped laboratory program.

Industrial Automation Networking I (RAA205) (4 credits)

The student will study the technology and protocols used in industrial networks for process automation. The TCP/IP 4 layer model will form the basis of the course with a comparison to the OSI 7 layer model. The theory will be strengthened with hands-on labs in cable making, protocol analysis (RS232, RS485, TCP/IP) as well as building simple client/server networks. Industrial networks topics such as Ethernet/IP and CAN BUS will also be studied.

Organizational Effectiveness (ELR214) (4 credits)

Knowledge of the patterns and precedents of the past provide the means for a person to gain awareness of his/her place in contemporary culture. Every organization, as a culture, requires critical elements to be effective. Appreciating the roles and contributions of those elements inform one's understanding of the organizational culture. Some key elements include Quality Assurance, the organization's relevance to

consumer well-being and the operation of inter-disciplinary teams. This course will provide insight into historical and current organizational cultures and the need for motivation in them.

Electrical Engineering Technology - Process Automation

Section B.112
2025-07-02

Ontario College Advanced Diploma (3 Years - 6 Semesters) (4029)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love to make things work? The 3-year Electrical Engineering Technology – Process Automation program gives you the skills to evaluate, program, create, automate, and operate electrical control systems.

As an electrical engineering technologist student, you will learn to design important automation and systems that the manufacturing industry is looking for right now! Use your skills to eliminate repetitive manual work to manufacture quality products across many industries more efficiently.

Education with an edge

The state-of-the-art electrical engineering labs boast the latest equipment including Rockwell PLC 5000s, Rockwell Powerflex DC Drives, and so much more.

Plus, learn and gain valuable insights from experienced instructors who have worked in many industrial settings (we kind of think of them as mentors).

Once you have completed one of the two-year Electrical Engineering Technician diplomas, you could complete this three-year advanced diploma program with only one more year of study.

The future of manufacturing is automated, and we need people like you to make it work! It starts here.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Graduate of either the 2-year Electrical Engineering Technician - Process Automation program or Electrical Engineering Technician - Process Automation and Trades program and successful completion of MTH551 (Calculus) or equivalent. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Electrical Engineering Technologist - Process Automation Program may be employed by a public utilities commission, an industrial user, a manufacturer of electrical equipment, an electrical installer, or an electrical engineering consulting firm. Other potential areas of employment include the steel and papermaking industries and electrical power generation. As an Electrical Engineering Technologist, graduates may also be hired as an instrument repair technician, process control technician, and industrial electrician apprentice. The Electrical Engineering Technologist - Process Automation will be qualified to seek employment in a number of different areas upon completion of the program.

Employment prospects exist in high technology areas including process and automated control systems in the steel and papermaking industries, nuclear power generation, and electric urban transit systems. Some potential employers include original equipment manufacturers, major primary and secondary industries such as the automotive parts manufacturing sectors, consulting engineering companies, and crown

corporations. Graduates of the three-year Electrical Engineering Technology - Process Automation program may continue their education at Lakehead University for an additional 2 years to obtain an Electrical Engineering degree.

Technician and technology graduates who have had two years of acceptable work experience are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) subject to fees and other requirements as established by OACETT. For more information please visit the OACETT website: <https://www.oacett.org/>.

OTHER INFORMATION

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ELN100-5 Electronic Fundamentals I
ELR100-5 Electrical Fundamentals DC
ELR114-3 Measurement and Shop Practice
MTH142-5 Mathematics
GEN100-3 Global Citizenship

SEMESTER 2

ELN109-5 Electronic Devices and Circuits
ELN210-3 Computer Aided Design
ELR109-5 A.C. Circuit Analysis & Machines
MTH143-5 Mathematics

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

ELN115-6 Digital Integrated Electronics
ELN213-4 Electronic Devices and Circuits II
ELN229-4 Instrumentation/Process Control
ELR215-3 Electrical Power Systems
ELR216-2 Introduction to Robotics
ELR232-7 Electrical Machines

SEMESTER 4

ELR223-6 Robotic and PLC Control Systems
ELR236-7 Power Electronics
MTH551-4 Calculus I for Technology
RAA205-4 Industrial Automation Networking I
ELR214-4 Organizational Effectiveness

SEMESTER 5

CSD105-3 Python
ELN335-3 Embedded Microcontrollers I
ELR320-7 Automated Electrical Systems
ELR326-4 Industrial Automation Networking II
MTH577-4 Calculus II for Technology

SEMESTER 6

ELN340-4 Embedded Microcontrollers II
ELR309-7 Numerical and Network Analysis
ELR311-3 Research Project
ELR315-6 Automatic Control Systems
ELR330-6 Electrical Power System Analysis and Design

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Electronic Fundamentals I (ELN100) (5 credits)

This is an introduction to the physical principles of semi-conductors and diodes with practical circuit applications. The study of LINEAR DC power supplies and transistor circuit analysis with related laboratory projects is also introduced.

Electrical Fundamentals DC (ELR100) (5 credits)

This is an introduction to electrical quantities and units; Ohm's and Kirchoff's Laws; simple DC series, parallel, series-parallel, and voltage divider circuits; simple DC network analysis; magnetism and electromagnetism; inductance and capacitance; DC series RL circuit analysis.

Measurement and Shop Practice (ELR114) (3 credits)

This course provides an understanding of the operating principles, characteristics, and application of electrical/electronic measuring instruments. Component testing and identification, soldering, wire-wrapping and hand tool exercises will be practiced in a lab setting.

Mathematics (MTH142) (5 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measurement. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Electronic Devices and Circuits (ELN109) (5 credits)

This course is an in-depth analysis of amplifiers, using D.C. and A.C. equivalent circuits, employing BJT's, JFET's, MOSFET's, and linear IC's (OPAMPS). The lab work will include the design, analysis, testing and troubleshooting of amplifiers.

Computer Aided Design (ELN210) (3 credits)

This course will teach the student the use of computer aided design tools (AUTOCAD) within the electrical industry. Software will be used to create and modify electrical/electronic schematics, wiring and layout diagrams.

A.C. Circuit Analysis & Machines (ELR109) (5 credits)

This course is an analytical study of series, parallel and series-parallel A.C. impedance networks, network theorems and polyphase circuits. Concurrently an introduction to A.C. and D.C. motors and generators together with their control methods is studied using complex math.

Mathematics (MTH143) (5 credits)

This course is a continuation of MTH142 (from Semester I) for engineering technology students. Topics of study include exponents and radicals, plane analytic geometry, solid mensuration, and functions including trigonometric, exponential and logarithmic functions. This course concludes with an introduction to statistics.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3**Digital Integrated Electronics (ELN115) (6 credits)**

This course is the study of digital logic circuits and pulse circuits. The student will study pulse fundamentals, basic digital gates, flip flops counters and registers, A/D and D/A conversion. Practical exercises include circuit analysis, testing, troubleshooting and applications.

Electronic Devices and Circuits II (ELN213) (4 credits)

This course is a detailed study of control devices and circuits together with their industrial applications. Topics include relays, timing circuits, operational amplifiers, optoelectronics, trigger devices (BJT, UJT, 555 timer), THYRISTOR control devices (SCR, TRIACS). Related practical exercises will consist of circuit design, analysis, testing and trouble-shooting.

Instrumentation/Process Control (ELN229) (4 credits)

This course introduces the student to the principles of Instrumentation and Process Control. The measurement and control of process variables such as temperature, pressure, level and flow will be studied in detail and applied in the practical component of the course.

Electrical Power Systems (ELR215) (3 credits)

This course is a study of the production and delivery of electrical power from the generating station to the consumer. Transmission and distribution equipment, system configurations, protection and control and electrical load fundamentals will be discussed and analyzed.

Introduction to Robotics (ELR216) (2 credits)

This course introduces the student to the basic concepts and components associated with industrial robotic systems. This introductory course gives the student a basic understanding of where robotic systems fit in an automated industrial production ecosystem. Theory and discussions include robotic and industrial

automation fundamental topics such as system configurations, industrial applications, robotic safety, methods of power transmission, types of control, tooling, and interfacing with peripherals.

Electrical Machines (ELR232) (7 credits)

This course is an analytical study of the characteristics, performance and control of D.C. generators and motors, single and polyphase induction motors, polyphase synchronous machines and transformers, supported by an integrated laboratory program.

Semester 4

Robotic and PLC Control Systems (ELR223) (6 credits)

This course will introduce the student to the programming and control fundamentals used in various PLC and robotic automation controllers, reinforced using PLC applications and programming techniques. The student will develop a general understanding of PLCs and both the hardware and software associated with Allen Bradley ControlLogix 5000 platform. PLC programming techniques using computer-based software will be used to design, document and commission basic to intermediate PLC programs. The student will additionally learn how to interface a PLC with an HMI to control selected lab equipment.

Power Electronics (ELR236) (7 credits)

This course is an introductory analytical study of A.C. and D.C. motor control utilizing solid-state techniques. The topics include D.C. motor speed control utilizing phase-controlled and chopper converters; and polyphase A.C. motor speed control utilizing six-step and pulse-width modulated inverters and phase-controlled cycloconverters. This course is supported by a well equipped laboratory program.

Calculus I for Technology (MTH551) (4 credits)

The basic concepts of calculus are introduced through an emphasis on applications and examples. Topics include limits, simple derivatives, derivatives of trigonometric and logarithmic functions, applications of derivatives, curve sketching, integration and applications of integration.

Industrial Automation Networking I (RAA205) (4 credits)

The student will study the technology and protocols used in industrial networks for process automation.? The TCP/IP 4 layer model will form the basis of the course with a comparison to the OSI 7 layer model.? The theory will be strengthened with hands-on labs in cable making, protocol analysis (RS232, RS485, TCP/IP) as well as building simple client/server networks.? Industrial networks topics such as Ethernet/IP and CAN BUS will also be studied.

Organizational Effectiveness (ELR214) (4 credits)

Knowledge of the patterns and precedents of the past provide the means for a person to gain awareness of his/her place in contemporary culture. Every organization, as a culture, requires critical elements to be effective. Appreciating the roles and contributions of those elements inform one's understanding of the organizational culture. Some key elements include Quality Assurance, the organization's relevance to consumer well-being and the operation of inter-disciplinary teams. This course will provide insight into historical and current organizational cultures and the need for motivation in them.

Semester 5

Python (CSD105) (3 credits)

The Python programming language is a popular and easy-to-learn programming language that allows students to become comfortable with the fundamentals of programming without the troublesome syntax that can be challenging for novices. With the knowledge acquired in this course, students will be able to solve computational problems using the foundational concepts of all programming languages, namely: variables, basic data structures such as tuples, lists, and dictionaries, conditional and looping structures,

functions, and basic input and output.

Embedded Microcontrollers I (ELN335) (3 credits)

Students will study the architecture and programming of embedded microcontrollers in computer interfacing applications. Lab activities involving computer interfacing to hardware and the associated software requirements will support the theory.

Automated Electrical Systems (ELR320) (7 credits)

Students will develop an understanding of integrating automated control system equipment using various PLCs, HMIs, analog and discrete I/O, and communication interfaces. Advanced PLC hardware configuration and programming techniques will be used to connect, commission, troubleshoot and document projects. Various PLCs will be introduced using discrete, analog, local, and remote I/O, as well as PID control and multiple programming languages. Students will use and interpret various information resources to understand the functioning of various hardware, software, and PLC instructions. The student will develop basic HMI control programs to interact with automated control systems to provide control and information feedback to a person.

Industrial Automation Networking II (ELR326) (4 credits)

In any given plant, factory or installation, there are several different industrial networks and communications standards used and the key to successful implementation is the degree to which the entire system integrates and works together. This course will focus on introducing common Allen Bradley automation networks such as Data Highway+, Ethernet/IP, ControlNet, DeviceNet and other commonly used industrial networks such as Profibus, as well as other industrial networks as time permits. This course discusses the best practices in designing, installing, commissioning, and troubleshooting industrial networks.

Calculus II for Technology (MTH577) (4 credits)

This course is a continuation of MTH551 and provides the student with a more advanced study of calculus. Topics of study include methods of integration, first and second order differential equations including Laplace transforms, and series expansions.

Semester 6

Embedded Microcontrollers II (ELN340) (4 credits)

This is an application course which will employ embedded microcontrollers and associated hardware to solve more advanced computer interfacing problems.

Numerical and Network Analysis (ELR309) (7 credits)

An in-depth study of A.C. and D.C. circuits using network theorems, differential equations and Laplace transforms.

Research Project (ELR311) (3 credits)

The Research Report is intended to demonstrate that the student can function at the Engineering Technology level. The course involves research, design, implementation, management, and reporting on a project as agreed upon by the faculty advisor.

Automatic Control Systems (ELR315) (6 credits)

Students will develop an understanding of control system integration of various industrial equipment. The student will interface PLCs to control motor drives, process control elements, intelligent controllers, sensors, and HMIs using both discrete/analog control and industrial communication interfaces. The student will use industrial networks and their components to interface automated equipment. Students will develop advance HMI programs to run each project including trending and troubleshooting screens. Student will program PLCs using advanced instructions, program files and utilize the trending and troubleshooting features of the software programs.

Electrical Power System Analysis and Design (ELR330) (6 credits)

Design and analysis of large and small scale electrical power systems will be studied. Topics will include: Load flow, balanced and unbalanced faults, system stability (classical control theory utilizing Laplace Transform analysis), instrument and power transformers, protective relaying, alternative energy systems and Fourier Series analysis (harmonics).

Instrumentation and Control Engineering Technician

Section B.113
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4104)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Instrumentation and Control Engineering Technician program gives you the in-demand skills to commission, configure, install, calibrate, service, maintain and repair complex measurement and control systems that keep process industries running.

Learn in a world-class laboratory equipped with the latest robotics equipment including modern microprocessor-based electronic control equipment such as PLC's and the DeltaV Distributed Control System (DCS).

Earn an additional diploma!

If you are enrolled in select Sault College Electrical Engineering Programs, you may be eligible in your second or third year to take courses and earn an additional diploma.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

Must be currently enrolled in one of the Sault College Electrical Engineering Programs listed below:

- 4127 - Electrical Engineering Technician - Process Automation & Trades
- 4029 - Electrical Engineering Technology - Process Automation

ACADEMIC RECOMMENDATIONS

Grade 12 Mathematics for College Technology (C) MCT4C.

CAREER PATHS

Graduates may be employed by pulp and paper, power generation, mining, petrochemical, natural gas, steel, refining, and water and wastewater treatment industries.

OTHER INFORMATION

Program College Contact: Jon Pasiak, jon.pasiak@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ELN100-5 Electronic Fundamentals I
ELR100-5 Electrical Fundamentals DC
ELR114-3 Measurement and Shop Practice
MTH142-5 Mathematics
GEN100-3 Global Citizenship

SEMESTER 2

ELN109-5 Electronic Devices and Circuits
ELN210-3 Computer Aided Design
ELR109-5 A.C. Circuit Analysis & Machines
MTH143-5 Mathematics

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

ELN115-6 Digital Integrated Electronics
ELN213-4 Electronic Devices and Circuits II
ELN229-4 Instrumentation/Process Control
ELR211-5 Fluids and Combustion

SEMESTER 4

ELR212-5 Process Control
ELR223-6 Robotic and PLC Control Systems
RAA205-4 Industrial Automation Networking I
ELR214-4 Organizational Effectiveness

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Electronic Fundamentals I (ELN100) (5 credits)

This is an introduction to the physical principles of semi-conductors and diodes with practical circuit applications. The study of LINEAR DC power supplies and transistor circuit analysis with related laboratory projects is also introduced.

Electrical Fundamentals DC (ELR100) (5 credits)

This is an introduction to electrical quantities and units; Ohm's and Kirchoff's Laws; simple DC series, parallel, series-parallel, and voltage divider circuits; simple DC network analysis; magnetism and electromagnetism; inductance and capacitance; DC series RL circuit analysis.

Measurement and Shop Practice (ELR114) (3 credits)

This course provides an understanding of the operating principles, characteristics, and application of electrical/electronic measuring instruments. Component testing and identification, soldering, wire-wrapping and hand tool exercises will be practiced in a lab setting.

Mathematics (MTH142) (5 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measurement. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2**Electronic Devices and Circuits (ELN109) (5 credits)**

This course is an in-depth analysis of amplifiers, using D.C. and A.C. equivalent circuits, employing BJT's, JFET's, MOSFET's, and linear IC's (OPAMPS). The lab work will include the design, analysis, testing and troubleshooting of amplifiers.

Computer Aided Design (ELN210) (3 credits)

This course will teach the student the use of computer aided design tools (AUTOCAD) within the electrical industry. Software will be used to create and modify electrical/electronic schematics, wiring and layout diagrams.

A.C. Circuit Analysis & Machines (ELR109) (5 credits)

This course is an analytical study of series, parallel and series-parallel A.C. impedance networks, network theorems and polyphase circuits. Concurrently an introduction to A.C. and D.C. motors and generators together with their control methods is studied using complex math.

Mathematics (MTH143) (5 credits)

This course is a continuation of MTH142 (from Semester I) for engineering technology students. Topics of study include exponents and radicals, plane analytic geometry, solid mensuration, and functions including trigonometric, exponential and logarithmic functions. This course concludes with an introduction to statistics.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3**Digital Integrated Electronics (ELN115) (6 credits)**

This course is the study of digital logic circuits and pulse circuits. The student will study pulse fundamentals, basic digital gates, flip flops counters and registers, A/D and D/A conversion. Practical exercises include circuit analysis, testing, troubleshooting and applications.

Electronic Devices and Circuits II (ELN213) (4 credits)

This course is a detailed study of control devices and circuits together with their industrial applications. Topics include relays, timing circuits, operational amplifiers, optoelectronics, trigger devices (BJT, UJT, 555 timer), THYRISTOR control devices (SCR, TRIACS). Related practical exercises will consist of circuit design, analysis, testing and trouble-shooting.

Instrumentation/Process Control (ELN229) (4 credits)

This course introduces the student to the principles of Instrumentation and Process Control. The measurement and control of process variables such as temperature, pressure, level and flow will be studied in detail and applied in the practical component of the course.

Fluids and Combustion (ELR211) (5 credits)

This course includes the study of viscosity, pressure, temperature, gas laws, pressure at a depth, manometry, continuity equation, Bernoulli's equation, pitot tubes, orifice and venturi meters, laminar and turbulent flow, combustion and properties of steam.

Semester 4

Process Control (ELR212) (5 credits)

This course is a study of process control systems including: single loop, multi-loop, cascade, ratio, feed forward and boiler control. The student will calibrate, adjust, tune, test and maintain these types of control systems.

Robotic and PLC Control Systems (ELR223) (6 credits)

This course will introduce the student to the programming and control fundamentals used in various PLC and robotic automation controllers, reinforced using PLC applications and programming techniques. The student will develop a general understanding of PLCs and both the hardware and software associated with Allen Bradley ControlLogix 5000 platform. PLC programming techniques using computer-based software will be used to design, document and commission basic to intermediate PLC programs. The student will additionally learn how to interface a PLC with an HMI to control selected lab equipment.

Industrial Automation Networking I (RAA205) (4 credits)

The student will study the technology and protocols used in industrial networks for process automation. The TCP/IP 4 layer model will form the basis of the course with a comparison to the OSI 7 layer model. The theory will be strengthened with hands-on labs in cable making, protocol analysis (RS232, RS485, TCP/IP) as well as building simple client/server networks. Industrial networks topics such as Ethernet/IP and CAN BUS will also be studied.

Organizational Effectiveness (ELR214) (4 credits)

Knowledge of the patterns and precedents of the past provide the means for a person to gain awareness of his/her place in contemporary culture. Every organization, as a culture, requires critical elements to be effective. Appreciating the roles and contributions of those elements inform one's understanding of the organizational culture. Some key elements include Quality Assurance, the organization's relevance to consumer well-being and the operation of inter-disciplinary teams. This course will provide insight into historical and current organizational cultures and the need for motivation in them.

Mechanical Engineering Technician - Manufacturing

Section B.114
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4039)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love to build things, fix things and find ways to make things work? If so, there's an in-demand career waiting for you.

The Mechanical Engineering Technician – Manufacturing program prepares you for a rewarding career providing technical support in the development, maintenance, and testing of modern manufacturing equipment.

Through this program, you'll learn the skills needed to succeed in your career in steel, mining, green energy industries and more, including:

- Preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications
- Carrying out mechanical tests and analysis of machines, components, and materials
- Helping with the design of material handling, drives, and maintenance equipment for use in manufacturing processes
- Assisting in the inspection of mechanical installations and conduction projects
- Participating in the installation, repair, and maintenance of machinery and equipment

Students in this program will graduate with an Ontario College Diploma along with their Millwright Apprenticeship levels 1, 2, and 3.

PROGRAM OUTCOMES

A graduate of the Mechanical Engineering Technician Program at Sault College will reliably demonstrate the ability to:

1. complete all work in compliance with current legislation, standards, regulations and guidelines.
2. apply quality control and quality assurance procedures to meet organizational standards and requirements.
3. comply with current health and safety legislation, as well as organizational practices and procedures.
4. apply sustainability best practices in workplaces.
5. use current and emerging technologies to support the implementation of mechanical engineering projects.
6. analyze and solve mechanical problems by applying mathematics and fundamentals of mechanical engineering.
7. interpret, prepare and modify mechanical engineering drawings and other related technical documents.
8. contribute to the design and the analysis of mechanical components, processes and systems applying fundamentals of mechanical engineering.
9. manufacture, assemble, maintain and repair mechanical components according to required specifications.

10. verify the specifications of materials, processes and operations to support the design and production of mechanical components.
11. contribute to the planning, implementation and evaluation of projects.
12. develop strategies for ongoing personal and professional development to enhance work performance.

Reference

Ministry of Training, Colleges and Universities Mechanical Engineering Technician Program Standards (MTCU 51007), September 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, and Grade 12 Foundations for College Math (C) MAP4C, or equivalent, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

As a graduate of this two-year program, you may work in a broad range of facilities associated with industries such as steel, mining, pulp and paper, lumber, automotive, food processing and others. You may also pursue further education or apprenticeship training. If you wish to pursue an apprenticeship, you should contact the local office of the Ministry of Colleges & Universities, Apprenticeship Branch at 705.945.6815.

Mechanical engineering technicians perform some or all of the following duties:

- Assist in preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications.
- Carry out a limited range of mechanical tests and analyses of machines, components and materials.
- Assist in the design of moulds, tools, dies, jigs and fixtures for use in manufacturing processes.
- Assist in inspection of mechanical installations and construction projects.
- Participate in the installation, repair and maintenance of machinery and equipment.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
DRF105-3 Drafting and Blueprint Reading
ENV102-3 Industrial Health and Safety
MCH121-3 Machine Shop Theory and Measurement
MCH134-2 Materials and Fasteners
MCH144-4 Machine Shop Practical I
MTH145-4 Mathematics
WLD121-2 Welding

SEMESTER 2

ELR111-1 Electric and Electronic Controls
MCH141-3 Power Transmission Systems
MCH142-3 Pumps, Valves, Piping and Compressors
MCH145-4 Machine Shop Practical II
MCH253-2 Bearings, Seals and Lubrication
MET207-3 Metallurgy
RIG101-2 Rigging and Hoisting
GEN100-3 Global Citizenship

SEMESTER 3

CAD225-3 AutoCAD/Drawing and Schematics
ELR213-1 Electrical/Electronic Controls II
MCH258-4 Pneumatics and Hydraulics
MCH259-3 Machine Shop Practical III
MEC101-4 Statics
MTH146-4 Mathematics
WLD200-2 Fabrication and Welding
BCO118-3 Computer Applications for Business I

SEMESTER 4

CAD401-2 Advanced Computer Aided Design
ELR300-2 Electrical and Electronic Controls III
MCH125-3 Mechanics of Fluids
MCH254-2 Preventive/Predictive Maintenance
MCH256-3 Introductory Thermodynamics
MCH257-3 Machine Technology
MEC102-3 Strengths & Materials
WLD301-2 Fabrication and Welding III

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drafting and Blueprint Reading (DRF105) (3 credits)

In a hands-on environment students will learn blueprint reading, geometric dimensioning and tolerancing (G.D. & T.) and be introduced to AutoCAD. The course will commence with skill development in blueprint reading. These skills shall be applied to the machinist's trade and related areas. New information has been added to explain computer-aided design, new dimensioning practices, and assembly drawing interpretation. Using common shop terminology, industrial prints will be interpreted. G.D. & T. includes reading dimensional drawings in fractions, decimals and in metric units. AutoCAD is taught so that upon completion students can create computerized, mechanical drawings.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Machine Shop Theory and Measurement (MCH121) (3 credits)

This course is designed to give the students an understanding of the theoretical aspects of machining and manufacturing including feeds, speeds, threading and gear cutting formulas. This course is also designed to strengthen the student's ability to measure and inspect to precise tolerances. Tools using micrometer and vernier scales for linear and angular measurement will be used. There will be a basic introduction to Statistical Process Control (SPC), including interpretation and recording of data.

Materials and Fasteners (MCH134) (2 credits)

To provide students with a working knowledge of the theory behind the procedures that are used in the heat treating and machining of carbon steels, aluminum and its alloys. Practical lab/shop activities will be used to enhance and/or demonstrate theoretical concepts where possible.

Machine Shop Practical I (MCH144) (4 credits)

A study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, shapers, grinder, and milling machine, theory and practices, speeds, feeds, tapers, threads.

Mathematics (MTH145) (4 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts including arithmetic operations and concepts in measurement. This is followed by several algebra topics including linear equations, factoring, fractions and quadratic equations. A treatment of trigonometry of right triangles, the trigonometric functions of any angle and of oblique triangles is also included.

The goals of this course are, first, to show that mathematics does play a most important role in the development and understanding of the various fields of technology and, secondly, to ensure that students acquire the mathematical and critical thinking skills necessary to analyze and solve engineering technology problems.

Welding (WLD121) (2 credits)

A trades curriculum that has been designed to provide students with a combination of theoretical knowledge and hands-on skill in relation to the safe use and operation of both OFG/SMA welding, cutting and heating equipment.

Semester 2

Electric and Electronic Controls (ELR111) (1 credits)

This course will provide students with the basic knowledge of electric and electronic theory. Students will learn about the purpose, scope of electrical codes, purpose and function of electrical components, selection and safe use of electrical instruments and electric and electron principles. They will also understand and be able to apply OHM's law including units and relationships.

Power Transmission Systems (MCH141) (3 credits)

A trades course designed to provide students with knowledge of power transmission systems such as belt drives, chains, gears, shafts and couplings.

Pumps, Valves, Piping and Compressors (MCH142) (3 credits)

In this course, the student will learn about the different applications, installation, maintenance and types of pumps, valves, piping, compressors and ancillary equipment.

Machine Shop Practical II (MCH145) (4 credits)

This course will continue to build on the study of shop machines, safety, and tool care, measurements and layout, bench work and hard tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, grinder, and milling machine, theory and practices, speeds, feeds, tapers, and threads.

Bearings, Seals and Lubrication (MCH253) (2 credits)

Students will learn about selecting, installing and maintaining friction/plain and rolling element bearings and static and dynamic seals. They will learn to interpret ISO charts and bearing catalogues. Students will also learn about bearing lubricants and their proper application.

Metallurgy (MET207) (3 credits)

A combination of lab and theory designed to provide Mechanical Drafting Technicians with the basics of metallurgy. More specifically, it deals with the production of iron and steel; heat treating methods and surface treatments; the shaping and forming of metal; as well as the properties of metals.

Rigging and Hoisting (RIG101) (2 credits)

This course is designed to provide the student with the knowledge and understanding of correct lifting and hoisting procedures and the safe use of all equipment.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

AutoCAD/Drawing and Schematics (CAD225) (3 credits)

Students will learn to effectively use manufacturers manuals, sketch and draw machine component parts, including sectional views. This course will introduce the student to the fundamentals of computer assisted drafting using AutoCAD.

Electrical/Electronic Controls II (ELR213) (1 credits)

Students will learn the basic knowledge of electric and electronic controls. Students will learn about safely removing and resetting electrical and electronic devices such as fuses, circuit breakers and about lockouts

and shut off procedures. The student will also learn about diagnostic testing and application of electronic devices used in control systems.

Pneumatics and Hydraulics (MCH258) (4 credits)

Students will learn to identify and explain pneumatic and hydraulic system components, and understand the basic principles of operation. Circuit diagrams will be used as an aid for assembling and troubleshooting hydraulic systems.

Machine Shop Practical III (MCH259) (3 credits)

This course will continue to build on the study of shop machines, with emphasis on the use of milling machines.

Statics (MEC101) (4 credits)

This course entails a thorough study of statics, providing fundamental skill for further development in various studies. Topics include: force vectors, components, resultants, moments, couples, equilibrium in force systems, trusses and frames, centroids, friction laws, impending motion, centroids and centers of gravity.

Mathematics (MTH146) (4 credits)

This course is a continuation of MTH145 for engineering and technology students. Topics of study include geometry, exponents and radicals, exponential and logarithmic functions, variation, plane analytic geometry, statistics, and graphs of trigonometric functions. This course is suitable for students studying at the technician level.

Fabrication and Welding (WLD200) (2 credits)

This course will build upon the set of skills developed by the successful completion of Welding - WLD121. More specifically, it will introduce students to common layout and fabrication techniques as well as the use of welding procedures designed to control distortion. Working from shop sketches, students will learn to read basic drawings and symbols in order to fabricate components to their specified size and shape. Weld quality will be verified by means of both guided bend tests and/or fillet fracture tests.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Semester 4

Advanced Computer Aided Design (CAD401) (2 credits)

The students will learn modern computer aided design using some of the various programs available that are used in industry today. This course will build on the students knowledge and enable them to produce workable CAD drawings ready for industry.

Electrical and Electronic Controls III (ELR300) (2 credits)

This course will develop the student's basic knowledge of electric and electronic terminology, schematics and applications of programmable logic controllers (PLCs).

Mechanics of Fluids (MCH125) (3 credits)

This course is an introduction to fluids their properties and coherent units of measurement, pressure, vapour pressure, vacuum, Pascal's Law with an emphasis on pressure measuring devices; buoyancy, Bernoulli's equation, flow of fluids, velocity and flow measuring instruments

Preventive/Predictive Maintenance (MCH254) (2 credits)

The student will learn about the procedures, equipment used and the processes associated with a preventive/predictive maintenance program. Topics include the various approaches to maintenance, and vibration monitoring and analysis.

Introductory Thermodynamics (MCH256) (3 credits)

This course covers the basic principles of thermodynamics. Topics include heat transfer, specific heat, thermal expansion and conductive, convective and radiant heat.

Machine Technology (MCH257) (3 credits)

This course will deal with Material Handling Systems, Prime Movers Pollution control and Wind Power Generation. Specific Materials Handling topics covered will include, belt, bucket, screw, pneumatic, roller, chain, apron, slurry, and food handling conveyors. Specific Prime Mover topics will include various combustion engines, gas and steam turbines, with mention to fans, blowers and electric motors. Specific pollution control will include treatment systems for water and air, collectors and precipitators. Specific Wind energy topics include a breakdown of each component required to produce energy using a wind turbine.

Strengths & Materials (MEC102) (3 credits)

Basic concepts, stress and strain, Hooke's law, Young's modulus, temperature stresses, thin walled cylinders, factor of safety, structural shapes, riveted and bolted connections, first and second moment of areas, and shear and bending diagrams are studied.

Fabrication and Welding III (WLD301) (2 credits)

Plan and perform practical welding and fitting projects in accordance with government safety regulations, manufacturer recommendations, and approved industry standards.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Mechanical Engineering Technology

Section B.115
2025-07-02

Ontario College Advanced Diploma (3 Years - 6 Semesters) (4043)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

What if? These two simple, but powerful words have inspired every piece of modern technology in our lives. You are the inquisitive mind who turns inspiration into creation and puts the 'what ifs' into action.

The three-year Mechanical Engineering Technology advanced diploma program will give you hands-on experience and the underlying foundational knowledge needed to conceive, design, manufacture, and operate engineering systems.

You'll build on the solid technical foundation you developed in the Mechanical Engineering Technician program. The manufacturing and basic design skills you developed in your first two years will be enhanced in the third year by focusing on detailed design and advanced manufacturing technologies.

Be ready to learn how to apply your communication, documentation, and technology know-how to support the goals of the organization who will be lucky to have you on their team.

Through in-class instruction and a world-class lab simulating the manufacturing environment, you'll gain critical skills needed to become a key member of today's engineering teams, including:

- Quality control procedures
- In-depth performance testing
- Product development support
- Design and manufacturing
- Improving engineering designs through analysis

Direct entry to this program requires completion of a two-year Mechanical Technician program. The third year of this advanced diploma program is offered through the Northern Colleges Collaboration Program (NCCP) using web-based applications and on-campus labs.

You've chosen a career in mechanical engineering technology because you're a problem solver. Your skills will have you making things better, faster, and easier.

PROGRAM OUTCOMES

MTCU Code: 61007

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of a 2-Year Mechanical Technician Program and successful completion of MTH551 (Calculus) course and MCH125 (Mechanics of Fluids) course are required for direct entry to the third year of this program. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Mechanical Engineering Technology Program work in a broad range of employment settings in a variety of sectors in the mechanical engineering industry in both large and small organizations

which are present in Sault Ste. Marie. Their activities could range from computer-aided design and manufacturing, to industry sales, or to junior management in the mechanical field.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
DRF105-3 Drafting and Blueprint Reading
ENV102-3 Industrial Health and Safety
MCH121-3 Machine Shop Theory and Measurement
MCH134-2 Materials and Fasteners
MCH144-4 Machine Shop Practical I
MTH142-5 Mathematics
WLD121-2 Welding

SEMESTER 2

ELR111-1 Electric and Electronic Controls
MCH141-3 Power Transmission Systems
MCH142-3 Pumps, Valves, Piping and Compressors
MCH145-4 Machine Shop Practical II
MCH244-4 Manufacturing Process
MCH253-2 Bearings, Seals and Lubrication
MET207-3 Metallurgy
RIG101-2 Rigging and Hoisting
GEN100-3 Global Citizenship

SEMESTER 3

CAD225-3 AutoCAD/Drawing and Schematics
ELR213-1 Electrical/Electronic Controls II
MCH258-4 Pneumatics and Hydraulics
MCH259-3 Machine Shop Practical III
MEC101-4 Statics
MTH143-5 Mathematics
BCO118-3 Computer Applications for Business I

SEMESTER 4

CAD401-2 Advanced Computer Aided Design
MCH125-3 Mechanics of Fluids
MCH254-2 Preventive/Predictive Maintenance
MCH256-3 Introductory Thermodynamics
MCH257-3 Machine Technology
MEC102-3 Strengths & Materials
MTH551-4 Calculus I for Technology

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 5

MCH501-4 Engineering Operations Management
MCH502-3 Advanced Dynamics
MCH503-2 Mechanical Lab I
MCH504-3 Research Project I
MCH506-3 Advanced Fluid Mechanics
MTH577-4 Calculus II for Technology

SEMESTER 6

MCH601-3 Advanced Dynamics of Machines
MCH603-4 Research Project II
MCH605-3 Mechanical Lab II
MCH607-3 Metrology and Quality Control
MCH608-3 Advanced Strength of Materials
MCH609-3 Machine Design
MCH610-2 Applied Thermodynamics and Heat Transfer

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drafting and Blueprint Reading (DRF105) (3 credits)

In a hands-on environment students will learn blueprint reading, geometric dimensioning and tolerancing (G.D. & T.) and be introduced to AutoCAD. The course will commence with skill development in blueprint reading. These skills shall be applied to the machinist's trade and related areas. New information has been added to explain computer-aided design, new dimensioning practices, and assembly drawing interpretation. Using common shop terminology, industrial prints will be interpreted. G.D. & T. includes reading dimensional drawings in fractions, decimals and in metric units. AutoCAD is taught so that upon completion students can create computerized, mechanical drawings.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Machine Shop Theory and Measurement (MCH121) (3 credits)

This course is designed to give the students an understanding of the theoretical aspects of machining and manufacturing including feeds, speeds, threading and gear cutting formulas. This course is also designed to strengthen the student's ability to measure and inspect to precise tolerances. Tools using micrometer and vernier scales for linear and angular measurement will be used. There will be a basic introduction to Statistical Process Control (SPC), including interpretation and recording of data.

Materials and Fasteners (MCH134) (2 credits)

To provide students with a working knowledge of the theory behind the procedures that are used in the heat treating and machining of carbon steels, aluminum and its alloys. Practical lab/shop activities will be used to enhance and/or demonstrate theoretical concepts where possible.

Machine Shop Practical I (MCH144) (4 credits)

A study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, shapers, grinder, and milling machine, theory and practices, speeds, feeds, tapers, threads.

Mathematics (MTH142) (5 credits)

This first level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measurement. This is followed by an in-depth study of basic algebra, trigonometric and other functions, and quadratic equations.

Welding (WLD121) (2 credits)

A trades curriculum that has been designed to provide students with a combination of theoretical knowledge and hands-on skill in relation to the safe use and operation of both OFG/SMA welding, cutting and heating equipment.

Semester 2**Electric and Electronic Controls (ELR111) (1 credits)**

This course will provide students with the basic knowledge of electric and electronic theory. Students will learn about the purpose, scope of electrical codes, purpose and function of electrical components, selection and safe use of electrical instruments and electric and electron principles. They will also understand and be able to apply OHM's law including units and relationships.

Power Transmission Systems (MCH141) (3 credits)

A trades course designed to provide students with knowledge of power transmission systems such as belt drives, chains, gears, shafts and couplings.

Pumps, Valves, Piping and Compressors (MCH142) (3 credits)

In this course, the student will learn about the different applications, installation, maintenance and types of pumps, valves, piping, compressors and ancillary equipment.

Machine Shop Practical II (MCH145) (4 credits)

This course will continue to build on the study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, grinder, and milling machine, theory and practices, speeds, feeds, tapers, and threads.

Manufacturing Process (MCH244) (4 credits)

A job planning course to cover shop organization costing, routing and scheduling, various processes as to viability and methods including foundry processes, hard mould casting, die casting, plastics and rubbers, primary metal working, welding, forging and comparisons as to quality, economics and feasibility.

Bearings, Seals and Lubrication (MCH253) (2 credits)

Students will learn about selecting, installing and maintaining friction/plain and rolling element bearings and static and dynamic seals. They will learn to interpret ISO charts and bearing catalogues. Students will also learn about bearing lubricants and their proper application.

Metallurgy (MET207) (3 credits)

A combination of lab and theory designed to provide Mechanical Drafting Technicians with the basics of metallurgy. More specifically, it deals with the production of iron and steel; heat treating methods and surface treatments; the shaping and forming of metal; as well as the properties of metals.

Rigging and Hoisting (RIG101) (2 credits)

This course is designed to provide the student with the knowledge and understanding of correct lifting and hoisting procedures and the safe use of all equipment.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3**AutoCAD/Drawing and Schematics (CAD225) (3 credits)**

Students will learn to effectively use manufacturers manuals, sketch and draw machine component parts, including sectional views. This course will introduce the student to the fundamentals of computer assisted drafting using AutoCAD.

Electrical/Electronic Controls II (ELR213) (1 credits)

Students will learn the basic knowledge of electric and electronic controls. Students will learn about safely removing and resetting electrical and electronic devices such as fuses, circuit breakers and about lockouts and shut off procedures. The student will also learn about diagnostic testing and application of electronic devices used in control systems.

Pneumatics and Hydraulics (MCH258) (4 credits)

Students will learn to identify and explain pneumatic and hydraulic system components, and understand the basic principles of operation. Circuit diagrams will be used as an aid for assembling and troubleshooting hydraulic systems.

Machine Shop Practical III (MCH259) (3 credits)

This course will continue to build on the study of shop machines, with emphasis on the use of milling machines.

Statics (MEC101) (4 credits)

This course entails a thorough study of statics, providing fundamental skill for further development in various studies. Topics include: force vectors, components, resultants, moments, couples, equilibrium in force systems, trusses and frames, centroids, friction laws, impending motion, centroids and centers of gravity.

Mathematics (MTH143) (5 credits)

This course is a continuation of MTH142 (from Semester I) for engineering technology students. Topics of study include exponents and radicals, plane analytic geometry, solid mensuration, and functions including trigonometric, exponential and logarithmic functions. This course concludes with an introduction to statistics.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

Semester 4

Advanced Computer Aided Design (CAD401) (2 credits)

The students will learn modern computer aided design using some of the various programs available that are used in industry today. This course will build on the students knowledge and enable them to produce workable CAD drawings ready for industry.

Mechanics of Fluids (MCH125) (3 credits)

This course is an introduction to fluids their properties and coherent units of measurement, pressure, vapour pressure, vacuum, Pascal's Law with an emphasis on pressure measuring devices; buoyancy, Bernoulli's equation, flow of fluids, velocity and flow measuring instruments

Preventive/Predictive Maintenance (MCH254) (2 credits)

The student will learn about the procedures, equipment used and the processes associated with a preventive/predictive maintenance program. Topics include the various approaches to maintenance, and vibration monitoring and analysis.

Introductory Thermodynamics (MCH256) (3 credits)

This course covers the basic principles of thermodynamics. Topics include heat transfer, specific heat, thermal expansion and conductive, convective and radiant heat.

Machine Technology (MCH257) (3 credits)

This course will deal with Material Handling Systems, Prime Movers Pollution control and Wind Power Generation. Specific Materials Handling topics covered will include, belt, bucket, screw, pneumatic, roller, chain, apron, slurry, and food handling conveyors. Specific Prime Mover topics will include various combustion engines, gas and steam turbines, with mention to fans, blowers and electric motors. Specific pollution control will include treatment systems for water and air, collectors and precipitators. Specific Wind energy topics include a breakdown of each component required to produce energy using a wind turbine.

Strengths & Materials (MEC102) (3 credits)

Basic concepts, stress and strain, Hooke's law, Young's modulus, temperature stresses, thin walled cylinders, factor of safety, structural shapes, riveted and bolted connections, first and second moment of areas, and shear and bending diagrams are studied.

Calculus I for Technology (MTH551) (4 credits)

The basic concepts of calculus are introduced through an emphasis on applications and examples. Topics include limits, simple derivatives, derivatives of trigonometric and logarithmic functions, applications of derivatives, curve sketching, integration and applications of integration.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 5

Engineering Operations Management (MCH501) (4 credits)

In this course students will learn concepts required to design and operate competitive manufacturing/industrial systems. Topics include product-production design interaction, facilities location and layout, material handling, work measurement, financial compensation, human factors, operations planning and control, quality control, linear programming, inventory control, and project management.

Advanced Dynamics (MCH502) (3 credits)

In this course students learn about kinematics of particles: rectilinear motion, planar curvilinear motion using various coordinate frames (such as rectangular, normal-tangential and radial-transverse), and analysis using Newton's Second Law. Students also study the kinematics of rigid bodies: translation, rotation, general planar motion, forces and accelerations, mass moment of inertia, and static forces in machines.

Mechanical Lab I (MCH503) (2 credits)

The Mechanical Lab 1 course supplements and supports the Advanced Fluid Mechanics and Advanced Dynamics courses with practical learning. Lab topics in Advanced Fluid Mechanics include application of the Energy Principle, experimental determination of minor losses and losses in series/parallel pipeline systems, and pump selection. Lab topics in Dynamics include plane motion and inertial forces.

Research Project I (MCH504) (3 credits)

In the two Research Project courses, students complete an independent technical project. These courses mirror working conditions that are frequently encountered in industry; that is, they are a self-directed, comprehensive study of a specific topic in the student's field, one not covered in other courses. In Research Project I, students prepare a detailed project schedule, meet weekly with faculty and industry advisors, prepare weekly progress reports, and deliver a formal technical project proposal. Students begin work on the project in this course in preparation for project completion in Research Project II.

Advanced Fluid Mechanics (MCH506) (3 credits)

A study of gas laws-isothermal, adiabatic, polytropic, combustion, properties of steam, manometry, pressure at a depth, centre of pressure, Bernoulli's Theorem, Venturimeter, losses in pipes.

Calculus II for Technology (MTH577) (4 credits)

This course is a continuation of MTH551 and provides the student with a more advanced study of calculus. Topics of study include methods of integration, first and second order differential equations including Laplace transforms, and series expansions.

Semester 6

Advanced Dynamics of Machines (MCH601) (3 credits)

In this course students learn Kinetics of particles, work of a force, kinetic energy, principle of work and energy, power and efficiency; potential energy, conservative forces and conservation of energy; principle of impulse and momentum, impulsive motion; impact, System of particles, Effective forces, linear and angular momentum, motion of mass centre, angular momentum about its mass centre, conservation of momentum; work-energy principle and conservation of energy, principle of impulse and momentum; Plane dynamics of rigid bodies, work-energy principle, momentum principles for a system of particles, work and kinetic energy, conservation of energy; principle of impulse and momentum, conservation of angular motion; impulsive motion and eccentric impact; Three-dimensional kinematics of rigid bodies, motion about a fixed point and general motion, velocities and accelerations. Students also learn mechanism displacement diagrams of machine members by relative velocity method, instantaneous centers, velocity polygon, relative acceleration polygon, Coriolis acceleration, and straight and curved links; machine dynamics which includes inertia force method and analysis of translation, rotation, and plane motion, balancing rotating and reciprocating masses, and whirling of shafts.

Research Project II (MCH603) (4 credits)

In the two Research Project courses, students complete an independent technical project. These courses mirror working conditions that are frequently encountered in industry; that is, they are a self-directed, comprehensive study of a specific topic in the student's field, one not covered in other courses. Research

Project II is a continuation of Research Project I, where students continue to work on their project, meet with faculty and industry advisors, and prepare written progress reports. Students also learn the theory necessary for the preparation, writing, and oral defence of a formal technical report. Students do a presentation of the formal technical report on their completed project.

Mechanical Lab II (MCH605) (3 credits)

The Mechanical Lab II course supplements and supports the Advanced Strength of Materials, Advanced Dynamics of Machines, Machine Design, and Applied Thermodynamics & Heat Transfer courses with practical learning. Lab topics in Advanced Strength of Materials include stresses in beams, deflection in beams, and columns. Lab topics in the Advanced Dynamics of Machines include forces in machines and balancing rotating/reciprocating masses. Lab topics in Machine Design include connections, material strength, and power transmission. Lab topics in Applied Thermodynamics include heat transfer and psychrometry.

Metrology and Quality Control (MCH607) (3 credits)

A lab course taught by theory and experimentation to study sources of error, standards of length, interferometry, angular measurement, the autocollimator, R.M.S. finishes, screw thread and gear elements, metallurgical testing and calibration.

Advanced Strength of Materials (MCH608) (3 credits)

Torsion shafts and couplings, properties of sections, shear force and bending moment diagrams in beams, flexure formula, shearing stresses due to bending, design of beams, materials, testing, columns will all be covered in this course.

Machine Design (MCH609) (3 credits)

This course deals with stress analysis, anti-friction bearings, lubrication and journal bearings, stress concentrations, theories of failure, fatigue and endurance limits, selection of materials and consideration in production methods, graphical analysis, mohr's circle of stress.

Applied Thermodynamics and Heat Transfer (MCH610) (2 credits)

Rankin cycle, mixtures, psychrometry, air conditioning, heat transfer mechanisms and exchangers are discussed in this course.

Robotics and Automation

Section B.116

2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (4073)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. This program may be reinstated in a future Academic Year.

There's a shift happening in the manufacturing, medical, and aerospace industries right now. Are you ready to join a specialized and in-demand career? We know you are!

Robots are becoming more and more important in the manufacturing, medical, and aerospace industries. The Robotics and Automation graduate certificate program will provide you with knowledge, specialized expertise and professional skills related to robotic applications and automation in a specialized and in-demand career.

It may sound like something out of a science fiction movie, but robots are replacing jobs! Over the next 10 years, nearly half of the Canadian workforce could be affected by automation. The growth of automation means a growing industry in solution-driven product design, manufacturing development, and testing.

With your creative mind, we know you'll be ready to take on this opportunity and thrive in a changing workforce.

Use our state-of-the-art laboratory to simulate a manufacturing environment and put your ideas into action to solve real-world problems.

The future of manufacturing is now and starts with you. Find it here!

PROGRAM OUTCOMES

The following are the Vocational Learning Outcomes of the Robotics and Advanced Automation Program:

1. Construct and evaluate robotic control programs for various scenarios against which to model the functionality and stability of automation systems.
2. Plan and lead the installation of new industrial equipment and its physical and digital integration with existing systems.
3. Collaborate with health and safety personnel to develop plans and specifications that incorporate, among other elements, safety controls and physical guarding to comply with all applicable regulatory safety designs and standards used in industrial robotic applications.
4. Assist in the assessment and management of robotic systems by applying business principles to the electromechanical environment.

5. Validate and optimize the functioning of motor, drive, control, and robotic systems.
6. Integrate budgetary, technical, functional and safety considerations in the design and optimization of custom automation solutions.
7. Formulate and use a variety of troubleshooting techniques on new and legacy electromechanical equipment, processes, systems and subsystems.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

A College Diploma or University Degree in a related field such as Electrical, Mechanical, Mechatronics or Metal Fabrication.

Candidates with related industry experience may also be granted admission at the discretion of the program Dean.

CAREER PATHS

This graduate certificate program will prepare students to enter the cutting edge technology field of robotics and automation as a robot programmer, robotic vision technician and robotic welder.

Graduates can find employment in Automotive and Aerospace Manufacturing, Food and Beverage Industries, Pharmaceutical Industries, Original Equipment Manufacturers, System Integrators, and Automation Distribution and Sales.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

RAA104-3 Manufacturing Processes
RAA106-2 Robot Mechanics
RAA110-5 Robot Programming I
RAA111-6 Robot Cell Design, Peripherals, and Safety
RAA112-3 Applications of Robotics with Solid Modelling

SEMESTER 2

RAA201-5 Applications of Robotics with Vision
RAA202-4 PLC and Interfacing
RAA204-3 Project Course
RAA205-4 Industrial Automation Networking I
RAA210-5 Robot Programming II

Course Descriptions

Semester 1

Manufacturing Processes (RAA104) (3 credits)

This course deals with typical manufacturing processes that utilize robots. The student will analyse various business cases and propose robotic solutions that will increase productivity and achieve beneficial return on investment.

Robot Mechanics (RAA106) (2 credits)

This course deals with basic kinematic concepts involved in calculating a robot's position in space as well as tool and base robot frames.

Robot Programming I (RAA110) (5 credits)

This course deals with an introduction to robot programming, coordinate systems and simulation software. Students will work collaboratively on projects to gain knowledge of robotic concepts.

Robot Cell Design, Peripherals, and Safety (RAA111) (6 credits)

This course deals with typical cell designs as well as best practices for safety and safety devices. A variety of hardware and software devices and applications will also be covered including end effectors, sensors, tool changers, dress packages and robotic welding.

Applications of Robotics with Solid Modelling (RAA112) (3 credits)

The purpose of this course is to familiarize students with Solid Works, a parametric design application used commonly for Mechanical/Industrial and Robotic solid modelling. The course is designed to provide students with an experiential learning environment through a process or task based approach to learning the individual features and functions of Solid Works, thereby emphasizing processes and procedures for completion of any task. The course begins with an overview of the sketching environment where students learn to create 2D objects such as lines and arcs. Definition is then added to sketch including dimensions and geometric relationships. You will learn the fundamentals of solid modelling using extrusions, rotations, lofts, patterns and sketching tools. Solids are then quickly created by converting the sketches into 3D models. Solids are then arranged into assemblies where interference and motion can be studied. Professional technical drawings can then be generated in accordance with Industry standards. Students attending this course are expected to have some experience with computers and Windows™ operating system. Some knowledge of the principles of drafting or design is helpful.

Semester 2

Applications of Robotics with Vision (RAA201) (5 credits)

The student will learn how to incorporate vision systems into their robot applications as well as learn about proper illumination techniques for cameras.

PLC and Interfacing (RAA202) (4 credits)

Programmable Logic Controllers (PLCs) are used extensively in industrial and production applications to work in conjunction with and coordinate robotic systems as part of a larger system. In this course students will develop a general understanding of PLC control, programming and interfacing as well as understand the hardware and software associated with the Allen Bradley ControlLogix 5000 platform. PLC programming techniques using computer-based software will be used to design and commission basic to intermediate PLC programs.

Project Course (RAA204) (3 credits)

The student will be able to utilize their knowledge they have gained in robotics to work collaboratively on an automation project and manage a project timeline.

Industrial Automation Networking I (RAA205) (4 credits)

The student will study the technology and protocols used in industrial networks for process automation. The TCP/IP 4 layer model will form the basis of the course with a comparison to the OSI 7 layer model.

The theory will be strengthened with hands-on labs in cable making, protocol analysis (RS232, RS485, TCP/IP) as well as building simple client/server networks. Industrial networks topics such as Ethernet/IP and CAN BUS will also be studied.

Robot Programming II (RAA210) (5 credits)

This course is a continuation of RAA110 and extends the students learning of robotics. Students will work collaboratively on projects to gain knowledge of robotic concepts.

General Arts and Science - English for Academic Purposes

Section B.117
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (1295)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Please note that this program is open only to international students at this time. Please contact the Registrar's Office for details about applying to this program with advanced standing.

This Ontario College Certificate program is intended for students interested in improving their English language skills in order to pursue a diploma program at the post-secondary level at Sault College. This program is for students who don't currently meet the College's English Proficiency requirements, but who have some English proficiency (i.e., minimum average 4.5 IELTS or equivalent).

This program would allow students to familiarize themselves with Sault College's campus and college life, upgrade their English skills by practicing oral and written communication skills, and understand the college's expectations regarding academic integrity, managing course work and navigating college life.

Emphasis is on building academic oral and written communication skills. Students will learn through interactive classroom and community-based activities.

PROGRAM OUTCOMES

1. Critically read and analyze a variety of academic texts from a range of subjects at the level required for postsecondary studies.
2. Communicate competently, showing flexibility and clarity of thought and expression.
3. Conduct research and write essays to ensure success in post-secondary studies
4. Develop a sense of personal and social responsibility through the examination and evaluation of various aspects of our changing society.
5. Develop and apply skills and strategies to ensure academic success in post-secondary studies.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD) or equivalent; or Mature Student status.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

Sault College English proficiency requirements for this entry-level bridging program:

Minimum English proficiency requirement into semester 1:

IELTS Academic – 5.5, no band less than 5

TOEFLiBT- minimum score of 45

Cambridge English Exam: overall minimum score of 155 in B1

Pearson Test of English (PTE) Academic - minimum score of 50

Duolingo - minimum score of 95

CAEL CE- minimum score of 35

iTEP– 3.4

Minimum English proficiency requirement into semester 2:

IELTS Academic - 5.5, no band less than 5

TOEFLiBT - minimum score of 50

Cambridge English Exam: overall minimum score of 162 in B2 or C1 Advanced

Pearson Test of English (PTE) Academic - minimum score of 50

Duolingo - minimum score of 95

CAEL CE - minimum score of 40

iTEP - 3.5

CAREER PATHS

The program's focus on English for Academic Purpose allows students to pursue further study in any vocational field, which will lead to employment.

EDUCATIONAL PATHS

This is a bridging program to further study. This program will provide academic support to ensure student readiness for post-secondary programs. Once students are engaged in learning and expectations of College curriculum, they can move on to post-secondary programs of their choosing.

OTHER INFORMATION

PROGRAM OF STUDY

EAP400-2 Basic Academic Reading
EAP401-2 Basic Academic Writing
EAP402-2 Basic Academic Listening and Speaking
EAP403-3 Enhanced Reading and Writing
HDG122-3 Personal and Academic Success Strategies
EAP500-2 Intermediate Academic Reading
EAP501-2 Intermediate Academic Writing
EAP502-2 Applied Academic Listening and Speaking
EAP503-3 Enhanced Intermediate Reading and Writing

Module 2 - 7 Weeks

EAP600-2 Applied Academic Reading
EAP601-2 Applied Academic Writing
EAP602-2 Applied Academic Listening and Speaking
EAP603-3 Applied Reading and Writing

Course Descriptions

Semester 1

Basic Academic Reading (EAP400) (2 credits)

Strong reading skills are necessary for academic and workplace success. Students increase reading speed and comprehension while using skills and strategies to understand adapted and authentic passages on a wide variety of topics. Through intensive and extensive reading assignments, students summarize and respond to texts, with an emphasis on accuracy and clarity.

Basic Academic Writing (EAP401) (2 credits)

Clear and accurate writing is required in academic and workplace environments. Extensive feedback received from instructors is used by students to enhance their writing skills and complete a wide range of assignments. Exploration of sentence structure and grammar enables students to produce simple, compound and complex sentences. Students practice brainstorming and planning methods to produce clear, well-organized writing.

Basic Academic Listening and Speaking (EAP402) (2 credits)

The ability to understand oral speech and to express oneself accurately and fluently are the keys to successful communication in social, academic and workplace environments. For natural and clear oral expression, students apply grammatical structures and fluency strategies. Students build confidence in speaking to peers through academic discussions and short presentations. Using listening strategies, students record information accurately, identify patterns of organization and give personal reflections on a topic.

Enhanced Reading and Writing (EAP403) (3 credits)

Mid-intermediate students need to reinforce the reading and writing skills they have acquired. Through a variety of integrated tasks, students improve the efficiency and accuracy of their comprehension and production of passages of moderate length. Focus is on further developing and applying reading strategies, practicing extensive reading and improving the quality of writing in paragraph and multiple paragraph form.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Semester 2

Intermediate Academic Reading (EAP500) (2 credits)

Reading skills are essential for success in academic and workplace environments. Students build on and apply reading skills and strategies to increase comprehension, fluency and vocabulary. Students read both adapted and authentic passages on a wide range of topics and summarize and respond to the texts, with a focus on accurate content and clear expression.

Intermediate Academic Writing (EAP501) (2 credits)

Clear and accurate writing is required in academic and workplace environments. Students learn structures and grammar to produce complex sentences that fulfill a range of communicative functions. Students apply writing process techniques to perform a variety of written communication tasks. Using extensive feedback from instructors, students systematically apply proofreading and editing skills to locate and correct common writing errors and improve written work.

Applied Academic Listening and Speaking (EAP502) (2 credits)

Listening comprehension skills as well as clear and accurate self-expression are essential for effective communication in social, academic and workplace settings. Students identify key information and patterns of organization in a variety of adapted and authentic listening texts. Students use pre-listening and note-taking strategies to create outlines and spoken or written responses to listening passages. Through small group and presentation activities on a wide range of academic subjects, students continue to build accuracy and fluency.

Enhanced Intermediate Reading and Writing (EAP503) (3 credits)

High-intermediate students need to reinforce their reading and writing skills. Students increase their reading proficiency through the use of strategies and extensive reading. Focus is on improving the quality of writing skills at both the paragraph and the short essay level.

Module 2 - 7 Weeks

Applied Academic Reading (EAP600) (2 credits)

Reading skills are essential for success in academic and workplace environments. Students increase reading comprehension, fluency and vocabulary by building on and applying reading skills and strategies. Through intensive and extensive reading assignments, students read both authentic and adapted passages in a variety of subject areas and summarize and respond to the passages, with an emphasis on accuracy and clarity.

Applied Academic Writing (EAP601) (2 credits)

Clear and accurate writing is required in academic and workplace environments. Students use appropriate structures and grammar to produce complex sentences that fulfill a range of communicative functions. Students apply writing process techniques to perform a variety of written communication tasks. Using extensive feedback from instructors, students systematically apply proofreading and editing skills to locate and correct common writing errors and improve written work.

Applied Academic Listening and Speaking (EAP602) (2 credits)

Listening comprehension skills as well as clear and accurate self-expression are essential for effective communication in social, academic and workplace settings. Students practice accuracy and fluency through group activities on a variety of academic subjects. Students use listening strategies to create outlines and spoken or written responses to adapted and authentic listening passages.

Applied Reading and Writing (EAP603) (3 credits)

General Arts and Science - One-Year

Section B.118
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (1105)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Discover the pathway to what you truly love to do. The General Arts and Science program gives you the flexibility to explore subjects that interest you while building on essential workforce skills like communication, critical thinking and interpersonal relations.

Study social science, humanities, communications, and math and science as the best way to explore where the real you is meant to make a difference.

Sault College makes it simple. Work with faculty to choose electives that interest you and build an individualized full or part-time schedule that fits your life! After earning your General Arts and Science Certificate take your passion and run with it in the Sault College diploma program of your choice or continue in the second year of the General Arts and Science University Transfer diploma program.

Is one of Sault College's limited enrollment programs calling your name? We've got you covered.

10 per cent of the spots in these programs are held for One-Year General Arts and Science certificate holders like you!

PROGRAM OUTCOMES

A graduate of the Sault College General Arts and Sciences One Year Program will reliably demonstrate the ability to:

1. Develop, through general knowledge gained in a wide range of subjects, insight into both self and society.
2. Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry.
3. Understand and utilize critical thinking processes and problem solving techniques.
4. Examine and evaluate various aspects of our changing society to assist in developing a sense of personal and social responsibility as a citizen in society.
5. Employ basic vocational, skills drawn from the areas of the Humanities, Social and Behavioural Sciences of Vocational Studies (Business, Technology).

Reference

Ministry of Training, Colleges and Universities, General Arts and Sciences Program Description (MTCU 44700)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Silvana Turpin, silvana.turpin@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills

GEN100-3 Global Citizenship

HDG122-3 Personal and Academic Success Strategies

Electives: In addition to the three mandatory courses, based on individual goals and academic interests, you will choose a minimum of three electives to complete your timetable for semester 1.

SEMESTER 2

GAS106-3 Communication: Theory and Practice

POL105-3 Political Science: A Canadian Perspective

Electives:

In addition to the two mandatory courses, based on individual goals and academic interests, you will choose a minimum of four electives to complete your timetable for semester 2.

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and

Cultural Understanding General Education themes.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Semester 2

Communication: Theory and Practice (GAS106) (3 credits)

This course provides the foundations of effective human communication. It focuses on three specific areas of competence: small group competence, interpersonal communication, and public speaking. Each of these areas is reinforced through a variety of learning methods and media: lectures, group discussions, group projects, readings, film analysis, and reflective learning portfolio.

Political Science: A Canadian Perspective (POL105) (3 credits)

The aim of this course is to make Canadian politics a meaningful subject matter for all students. We will discuss the sources of our political system and examine the structure of government at all levels. The students will identify issues and problems in Canada and question how they are dealt with by government. This will lead to an increased awareness of the ever-changing political scene in Canada and to greater participation in the political process.

General Arts and Science - University Transfer

Section B.119
2025-07-02

Ontario College Diploma (2 Years- 4 Semesters) (1115)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Plan for success in university and beyond. The General Arts and Science University Transfer program builds on your current education and gives you the foundation for success in university study.

Connect the many pathways this program offers to create a clear track to your future goals. Experience courses in communications, social science, humanities, the arts and math and science through a flexible full or part-time program that fits with your life.

Our responsibility is to give you the best environment to explore your interests and crush your goals (generally we're easy-going, but we take this very seriously).

If you're asking about university pathway options, we've got pathway options! A lot of them.

The two-year General Arts and Science University Transfer program enables you to pursue your education and complete a diploma and degree at some of Ontario's top universities:

Algoma University
Carleton University
Lakehead University
Lake Superior State University (Michigan)
Laurentian University
York University
The University of Guelph
The University of Waterloo
The University of Windsor

PROGRAM OUTCOMES

A graduate of the Sault College General Arts and Science - University Transfer Program will reliably demonstrate the ability to:

1. Develop, through general knowledge gained in a wide range of subjects, insight into both self and society.
2. Develop flexibility and clarity of both thought and expression in order to develop communications competence to a level required by business and industry.
3. Understand and utilize critical thinking processes and problem solving techniques.
4. Examine and evaluate various aspects of our changing society to assist in developing a sense of personal and social responsibility as a citizen in society.
5. Employ basic vocational, skills drawn from the areas of the Humanities, Social and Behavioural Sciences of Vocational Studies (Business, Technology).

Reference

Ministry of Training, Colleges and Universities, General Arts and Sciences Program Description (MTCU

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Current trends indicate that the average person will change careers several times during a lifetime. In University Transfer, you will learn many skills that are transferable to the workplace. Employers are seeking people with good communication, thinking, and interpersonal skills who can pick up more specific business or technical skills via on-the-job training. This option is also an ideal program for you if you want to prepare for further education at the university level. Some degree granting colleges and universities accept transfer credits from the Sault College, General Arts and Science - University Transfer Diploma option. See pathways for information on university pathways available to you.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Silvana Turpin, silvana.turpin@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills

HDG122-3 Personal and Academic Success Strategies

GEN100-3 Global Citizenship

Electives: In addition to the three mandatory courses, based on individual goals and academic interests, you will choose a minimum of three electives to complete your timetable for semester 1.

SEMESTER 2

GAS106-3 Communication: Theory and Practice

POL105-3 Political Science: A Canadian Perspective

Electives: In addition to the two mandatory courses, based on individual goals and academic interests, you will choose a minimum of four electives to complete your timetable for semester 2.

SEMESTER 3

ENG218-3 Introduction to Literature

HST105-3 History of Western Civilization - Part One

PSY102-3 Introduction to Psychology

SOC120-3 Introductory Sociology

LIB210-3 The Great Thinkers (Introduction to Philosophy)

Electives:

In addition to the five mandatory courses, based on individual goals and academic interests, you will choose one elective course to complete your timetable for Semester 3.

SEMESTER 4

ENG315-3 Ideas, Issues and Persuasion

GAS113-3 Guided Independent Study

HDG407-3 Cross Cultural Discussions

Electives:

In addition to the three mandatory courses, based on individual goals and academic interests, you will choose three elective courses to complete your timetable for Semester 4.

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

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This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a `Personal Profile` that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Communication: Theory and Practice (GAS106) (3 credits)

This course provides the foundations of effective human communication. It focuses on three specific areas of competence: small group competence, interpersonal communication, and public speaking. Each of these areas is reinforced through a variety of learning methods and media: lectures, group discussions, group projects, readings, film analysis, and reflective learning portfolio.

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The aim of this course is to make Canadian politics a meaningful subject matter for all students. We will discuss the sources of our political system and examine the structure of government at all levels. The students will identify issues and problems in Canada and question how they are dealt with by government. This will lead to an increased awareness of the ever-changing political scene in Canada and to greater participation in the political process.

Semester 3**Introduction to Literature (ENG218) (3 credits)**

This course is designed to introduce the various genres of literature - novel, poetry, drama and essay - and to explore their development through a historical perspective.

History of Western Civilization - Part One (HST105) (3 credits)

This course will introduce students to the ancient world of the past, spanning from prehistoric times to the rise of the first civilizations and the emergence of the first great empires and medieval civilization. Students will explore the histories of ideas, politics, economics, religion, and society across these eras. This comprehensive approach helps link ancient worlds with the present, fostering a deeper understanding of the human experience.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, consciousness, sensation, and perception, 2) learning and memory, 3) intelligence, thought, and creativity, 4) motivation. Psychological concepts will be studied with a view towards how they can be applied to enhance the student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Introductory Sociology (SOC120) (3 credits)

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.

The Great Thinkers (Introduction to Philosophy) (LIB210) (3 credits)

This course traces the development of philosophical thought through eastern and western roots and focuses upon wisdom as its key concept. Wisdom concerns what is true and important and makes the gaining of knowledge not so much an objective but rather a means to applying what we have learned in a worthwhile manner in our lives. Thus, while you explore the likes of Plato, Aristotle, Kant, and Marx in terms of their historical context and philosophical differences, the subject matter will always be topical, accessible, and relevant. While the course necessarily introduces such concepts as the language of logic, metaphysics, dialectic technique, ethics, etc. and uses them in the analysis of different philosophical positions, all subjects are approached in a down-to-earth manner that in no way trivializes them, but rather demands student participation and the forging of connection between thought and action.

Semester 4

Ideas, Issues and Persuasion (ENG315) (3 credits)

This course helps students to become effective communicators in society. It examines elements of critical thinking necessary for the successful exchange of information. Students will respond to positions presented in scenarios, case studies or current affairs that they are likely to encounter. They will be challenged to identify problems and generate solutions supported by logical arguments. Emphasis will be placed on independent learning skills needed to adapt to a changing environment and on persuasive communication of ideas in order to facilitate creative problem solving for a variety of life situations. In this course, the principles of writing are taught through the writing process.

Guided Independent Study (GAS113) (3 credits)

This course gives students the flexibility of exploring an area of academic interest. Under the guidance and direction of the professor, students will be given the opportunity to research a specific academic topic, develop a proposal for a plan of study and action, and determine a final assignment. Final assignments may include a research paper, report, video or creative project.

Cross Cultural Discussions (HDG407) (3 credits)

Premised on the needs of the current globalized world and the multicultural composition of Canada, this course is an introduction to cultural diversity and how people's cultural background affects their behaviours, attitudes, and perception of others and the world around them.

Through theoretical discussions, historical facts sharing, film analysis, multicultural group work, personal reflection, and experiential learning activities, the course will also facilitate a critical examination of the barriers to develop intercultural competence and a proactive approach to overcome those barriers.

The ultimate goal of the course is to motivate learners to adopt a deeper cultural awareness while they sharpen their ability to work and communicate effectively in multicultural academic, professional, and community settings.

Bachelor of Science - Nursing (Bridge)

Section B.120
2025-07-02

Degree (5 semesters) (3405)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The RPN to BScN Bridging program is one semester in length (five courses); followed by Years Three and Four of the BScN program.

Upon Successful completion of the program, the graduate will have met the College of Nurses (CNO) RN entry-to practice competencies within the five semesters and qualify to write the National Council Licensure Exam (NCLEX).

Graduates of the Practical Nursing program who successfully complete the courses in the bridging program will enter BScN at Year Three of the four-year program.

Upon successful completion of the BScN program, those who entered the program via the RPN-BScN bridging opportunity will have achieved the program learning outcomes and will have met the College of Nurses (CNO) RN entry-to-practice competencies and qualify to write the National Council Licensure Exam (NCLEX), along with those students who began studies in the BScN program at Year One.

This program runs five semesters in total, over two and a half years:

- First semester of the bridge program begins in January, semester 1
- Students return the following fall and winter for semesters 2 & 3
- Students return the next fall and winter for the final semesters 4 & 5

The RPN to BScN Bridge is an in-person program at the Sault College campus in Sault Ste. Marie.

Bachelor of Science - Nursing (Bridge) is not open to international students.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Admission Requirements:

- Graduate of an Ontario Practical Nursing (PN) program, since 2005. With 70% or 3.0 (on a four-point scale) or higher cumulative program GPA.
- Successful completion of the Canadian Practical Nursing Registration Exam (CPNRE) and registration in good standing, with no restrictions with the College of Nurses of Ontario (CNO). This must be maintained throughout the RPN-BSCN bridge program.
- A minimum of one year of current work experience as an RPN.

Supplemental Requirements:

- You are required to disclose all post-secondary education, which requires submission of all prior educational transcripts from post-secondary studies. Failure to fully disclose your post-secondary transcript could be grounds for dismissal from the program or disqualification from admission consideration. All official transcripts must be requested and provided on your application through www.ontariocolleges.ca.
- A photocopy of your current CNO registration or proof of the same to admissions@saultcollege.ca.

- A letter from your employer on company letterhead stating that you have at least one year of experience sent to admissions@saultcollege.ca.

It is important to note that the specific average that is needed may vary from year to year based on the applicant pool. The minimum requirement does not guarantee acceptance. Ranking used to determine admission is to be determined.

We anticipate this program will be oversubscribed and international applicants will not be admitted at this time. Please continue to follow our website for future updates.

Successful completion of the transition semester of the Bridge program with a minimum of 65% is required for program progression.

CAREER PATHS

You will be prepared for nursing in traditional settings: community, private practice, acute and chronic care hospitals and settings yet to be realized. Over the next ten years there is an expected shortage of nurses provincially, nationally and internationally. Once you graduate, you may choose to specialize in an area of nursing practice or continue on with your studies at the graduate and post graduate levels.

Sault College Honours BScN graduates will be prepared to create and influence the future of nursing practice at a political, social and professional level by responding to and anticipating the changing health care needs of society.

In Ontario, the Regulated Health Professional Act (RHPA) and the Nursing Act have conditions for provincial registration that impact Ontario students entering and completing the Nursing program and writing the National Council Licensure Examination - Registered Nurses (NCLEX-RN) required for licensing. These conditions are required to protect public interest.

When applying for provincial registration with the College of Nurses of Ontario, information must be provided about citizenship, previous incidence of criminal offences, professional misconduct, and incompetence or incapacity in another health profession in Ontario, or in nursing in another jurisdiction.

Applicants must also provide information about any physical and/or mental disorders that make it desirable, in the public interest, that the person does not practice.

This new legislation for all individuals requesting registration should be reviewed by students applying to the Nursing program. For information on the implications of this new legislation, call the College of Nurses of Ontario at 1-800-387-5526 or view their web site, <http://www.cno.org/en/become-a-nurse/>

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
N/A	N/A	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Lab, Clinical and Community Dress Policies

Identification Pin (name tag): is worn in all hospital and community clinical experiences, as well as for formal presentations.

Nursing Lab Classes/Data Collection: Students wear a royal blue polo shirt with the BScN logo and professional pants in a neutral color.

Community Placements: Students wear professional dress. Depending on the location; students may choose their BScN royal blue polo shirt and professional pants in a neutral color.

Hospitals/Nursing Homes: Royal Blue Uniform with Sault College Honours Bachelor of Science - Nursing Program logo. Warm-Up Jacket - is to be black with the Sault College Honours BScN logo.

Note: Uniforms with the BScN logo are available for purchase in the College Bookstore.

Shoes: Students should be careful and cautious of shoe heel height and shoe sole surface material to help mitigate any risk of injury and ensure a safe environment (i.e. non-slip).

* Clinical footwear will have a closed toe and heel, be visibly clean, and must be designated only for clinical practice. Athletic footwear is commonly worn. If you are unsure about the acceptability of your footwear, please check with your clinical course professor.

Jewelry: small studs, watch with a seconds hand.

Hair: off collar and face. Lengthy braids and ponytails must be secured up above the collar. Facial hair, if present, must be neatly groomed.

Nails: appropriately cut, no polish including clear; false nails not permitted.

Body adornment is to be consistent with clinical agency policy.

Fragrance free products are required.

Attention to personal hygiene is expected.

Other Supplies:

Student preparation is essential for success; students will be expected to obtain all required and necessary resources (textbooks, workbooks, binders and paper, writing utensils, uniforms, clinical tools).

All students will be required to have access to a laptop that meets the following minimum specifications, which will be used for remote learning, in-class and online evaluations:

- i5 processor (or equivalent)
 - 8GB of RAM
 - 256 GB Hard Drive
 - 226 SSD (Solid State Disk)
 - Windows 11 operating system or macOS 10.15 to 14.0+
 - Webcam, speaker & microphone capability
 - Broadband Internet services from a provider or your choice, for off-campus remote learning or activities.
- Students will be required to download and use Sault College software through LMS for online testing. Please note the use of mobile phones or certain notebooks are not compatible with this software and cannot be used for this purpose.

Tuition and Ancillary Fees - First semester of study

Full-time domestic tuition and ancillary fees for **January 2026** (one semester only)

- Domestic - Tuition - \$3,177.00*
- Domestic - Ancillary - \$707.15*

* These fees are for one semester of study in Program 3405 beginning in Winter 2026 (Semester 1) for the 2025-2026 academic year and are subject to change.

CLINICAL/LAB OR FIELD PLACEMENTS

For students to be eligible to complete clinical placement, a mandatory component of the program, specific clinical requirements must be satisfied and documentation submitted by the due date identified. Students are responsible for the full cost of obtaining placement requirements.

All original placement documentation must be submitted to the appropriate college contact by the program/year mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation and copies to present to faculty and/or placement agencies as required. Sault College **does not** retain copies of any clinical requirement documentation.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the clinical placement course. Tuition will not be refunded if access to clinical placement is denied.

Clinical Placement Requirements are due as indicated:

- BScN - Honours - Year 1 - Day 1 of first semester
- BScN - Honours - Year 2, 3, and 4 - August 15th - before returning to semesters 3, 5, 7 in the Fall Term.
- BScN - Bridge - December 1st - before beginning first semester in the Winter Term.

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

CLINICAL REQUIREMENTS:

- **CPR - Basic Life Support (BLS) Level with AED, must** be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting
- **POLICE VULNERABLE SECTOR CHECK (VSC)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of the academic year as possible e.g. **August (Honours)** and **December (Bridge)** - if a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca
- **NALOXONE TRAINING** (on entrance to program) [Public Services Health and Safety Association | Naloxone Training eLearning \(pshsa.ca\)](#) - Register for tracked version with certificate

IMMUNIZATIONS

Health & Community Services Programs Immunization and Health Record Form will be available on LMS and in welcome email, to be submitted with the following:

- 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
- 1 Step TB Skin Test annually OR as needed
- Measles/Mumps/Rubella Series
- Tetanus every 10 years
- Varicella OR MMRV OR documented blood test/titre
- Hepatitis B series
- Influenza - October/November annually

- Covid-19; 2 doses
- Additional health information that is appropriate for disclosure
- Acknowledge review of BScN Honours and Bridge Program Handbook, BScN Honours and Bridge Program Clinical Manual, and Sault College Student Code of Conduct annually

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Requirement Specifics:

Students must have all clinical requirements completed by the specified due date.

Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

CPR - BLS, and the N95 Mask Fit Testing - are available through Sault College's Continuing Education Department. You may also access these courses through other providers, as long as they meet the clinical/placement requirement specifications.

WHMIS is available to registered students FREE of charge on LMS. Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC):

For your program, a **Level 3 Vulnerable Sector Check (VSC)** is required.

- Semester 1 of Program - Current, within 1 month
- Semester 2 & 4 of Program - Do not obtain prior to July, but obtain before August 15
- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR CHECK
- Must be completed through local or Provincial Police; 3rd party online background checks are **NOT acceptable**
- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;

- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the Sault College Health Form to the Sault College Health Centre: anne.erechook@saultcollege.ca

All other requirements (i.e. Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check, Naloxone training) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International Students completing a program with a field/clinical placement must obtain a Coop/Work Permit from Immigration, Refugees, and Citizenship Canada stating that they are permitted to attend field/clinical placement as an integral part of their studies. International students will not be able to attend clinical placement without obtaining this permit.

OTHER INFORMATION

Program College Contact: Kay Vallee, kay.vallee@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BIOL2060-4 Introduction to Microbiology
 BSCN1200-3 RPN to RN: The BSCN Transition
 BSCN1300-4 Medical Surgical Nursing
 BSCN2002-2 Healthcare Informatics
 CHEM1150-3 Biochemistry

SEMESTER 2

BSCN3050-3 Mental Health Theory

BSCN3052-3 Obstetrics and Reproductive Health
BSCN3060-3 Simulation Lab I & Clinical V
BSCN3151-3 Population Health
NUTR3150-3 The Science of Nutrition

SEMESTER 3

BSCN3001-3 Clinical Nursing in Community Settings
BSCN3100-3 Child & Family Health Theory
BSCN3102-2 Research I
BSCN3110-3 Simulation Lab II & Clinical VI
SOSC1100-3 Introduction to Indigenous Canada
STAT3150-3 Statistics and Data Analysis

SEMESTER 4

BSCN4000-3 Advanced Clinical Concepts Theory
BSCN4001-3 Nurses Influencing Change
BSCN4002-2 Research II
BSCN4010-4 Simulation Lab III & Clinical VII

SEMESTER 5

BSCN4100-3 Consolidation Theory
BSCN4101-3 Leadership and Management
BSCN4110-6 Clinical VIII: Consolidation Praxis

Course Descriptions

Semester 1

Introduction to Microbiology (BIOL2060) (4 credits)

This course is an introductory course with applications in the health sciences. It will provide students with the basics of microbial cell structure and function, antimicrobial therapy and drug resistance, the immune system, antibodies, and diagnostic microbiology. This course also examines the involvement of microbes in emerging and re-emerging infectious diseases as well as nosocomial and sexually transmitted infections.

RPN to RN: The BSCN Transition (BSCN1200) (3 credits)

This course provides theoretical and clinical knowledge to assist the Registered Practical Nurse (RPN) with transitioning into Sault College's Honours Bachelor of Science in Nursing Program. Emphasis is placed upon integration of prior and new learning as the student prepares for science-based Registered Nursing (RN) practice with individuals, families/groups, communities, and populations. Although building upon all levels of professional communication, skill-building in writing will be highlighted. Students utilize the nursing process for obtaining, analyzing, managing, and documenting health information used to make evidence-informed nursing judgements.

Medical Surgical Nursing (BSCN1300) (4 credits)

This course is designed to provide Registered Practical Nurses (RPN) with the opportunity to enhance knowledge and care for clients with complex medical-surgical health challenges. Students will be expected to organize and implement nursing care plans, execute pattern recognition, integrate evidence-informed practice, and participate in the delivery of comprehensive care for medical-surgical clients. Learners are required to integrate prior knowledge and skills into this course.

Healthcare Informatics (BSCN2002) (2 credits)

This course addresses the integration of nursing practice with health information, knowledge, data management and communication technologies to promote best practice strategies for quality health of individuals, families and other groups, and communities worldwide (Canadian Nursing Informatics Association [CNIA], 2017). Through this introductory course, students will learn about the influence of information technology on clinical practice and explore methods of incorporating informatics into practice.

Biochemistry (CHEM1150) (3 credits)

This course explores the basic principles of biochemistry in relation to the appreciation and understanding of biological networks. It focuses on the biochemical principles that influence metabolic and developmental biological processes

Semester 2**Mental Health Theory (BSCN3050) (3 credits)**

This course is designed to facilitate the development of knowledge related to the care of individuals, families, and groups experiencing acute and chronic alterations in mental health. Issues experienced from mental health and illness throughout the lifespan will be explored as well as mental status assessment, pharmacotherapeutics and the use of therapeutic communication skills as interventions.

****This course is the same as BSCN3000****

Obstetrics and Reproductive Health (BSCN3052) (3 credits)

This course focuses on the nurse's role in meeting the health care needs of childbearing families. Opportunities are provided to develop an understanding of reproductive health and Obstetrical nursing care. Learners are required to integrate new and prior learning.

****This course is the same as BSCN3002****

Simulation Lab I & Clinical V (BSCN3060) (3 credits)

This course offers an advanced skills and simulation experience that encompasses medical-surgical, obstetrics, mental health, and community nursing. Building upon foundational knowledge, learners will engage with complex health scenarios through a variety of low to high-fidelity simulations. The course provides opportunities to apply the nursing process, recognize patterns, and utilize evidence-based practices in a safe, controlled environment in simulation lab and clinical practice.

Students will explore acute and chronic conditions, focusing on therapeutic communication, mental status assessment, and pharmacotherapeutics.

By integrating interdisciplinary knowledge and skills, learners will enhance their clinical practice, preparing them to deliver comprehensive and compassionate care across diverse nursing specialties

****This course is the same as BSCN3010****

Population Health (BSCN3151) (3 credits)

This course addresses population-centered health issues and risks. The student will learn about governmental structures for public health protection, principles that guide population health, and health policy development aimed to address recognized health disparities. Using epidemiology, students will gain a greater understanding about conditions that produce disease, disability, and death across Canada and around the world.

****This course is the same as BSCN3101****

The Science of Nutrition (NUTR3150) (3 credits)

This course will explore the science and fundamentals of human nutrition, and the roles that various nutrients play in both health and illness across the lifespan. Students will learn how nutrition influences an individual's health. The course will also investigate metabolic processes, nutritional conditions, and nutrition related diseases which impact body functioning.

Semester 3

Clinical Nursing in Community Settings (BSCN3001) (3 credits)

This course focuses on the care of individuals and their support systems who receive an array of nursing services at a variety of levels through community agencies. Students are provided the opportunity to explore various nursing roles in the context of a defined community. Community health nursing concepts and skills for promoting individual system wellness are emphasized. Learners are required to integrate new and prior learning

Child & Family Health Theory (BSCN3100) (3 credits)

This course focuses on the nurse's role in meeting the health care needs of children and families. Opportunities are provided to develop an understanding of growth and development, family assessment and pediatric nursing care including system dysfunctions. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Research I (BSCN3102) (2 credits)

In this course, students learn the basics of nursing research and the value for selecting a quantitative methodological approach to investigate areas of nursing inquiry. The intent of the course is to aid students in becoming competent consumers of nursing research by understanding how quantitative research findings can be applied in their nursing practice.

Simulation Lab II & Clinical VI (BSCN3110) (3 credits)

This course offers an advanced skills and simulation experience that encompasses medical-surgical, obstetrics, pediatrics, mental health, and community nursing. Building upon foundational knowledge, learners will engage with complex health scenarios through a variety of low to high-fidelity simulations. The course provides opportunities to apply the nursing process, recognize patterns, and utilize evidence-based practices in a safe, controlled environment in simulation lab and clinical practice.

Students will explore acute and chronic conditions, focusing on therapeutic communication, mental status assessment, and pharmacotherapeutics. By integrating interdisciplinary knowledge and skills, learners will

enhance their clinical practice, preparing them to deliver comprehensive and compassionate care across diverse nursing specialties.

Introduction to Indigenous Canada (SOSC1100) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Statistics and Data Analysis (STAT3150) (3 credits)

This introductory course provides students with the basic concepts of data analysis and statistical computing. Technology and statistical literacy will be integrated to prepare them to address problems that involve collecting, measuring, analyzing, comparing and presenting data sets in a clear and meaningful way.

Semester 4

Advanced Clinical Concepts Theory (BSCN4000) (3 credits)

This course focuses on the advancement of nursing knowledge and skills, including emerging health care trends and associated nursing leadership responsibilities. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Nurses Influencing Change (BSCN4001) (3 credits)

This course explores the ways nurses can influence holistic change in clients, the nursing profession, the healthcare system and society. Emphasis is on strategies for enhancing nursing influence. Opportunities are provided for learners to explore ongoing and potential changes within the practice setting, current trends and complex nursing care issues. Learners are required to integrate new and prior learning.

Research II (BSCN4002) (2 credits)

In this course, students learn the basics of nursing research, and the value for selecting an emergent qualitative methodological approach to investigate areas of nursing inquiry. The intent of the course is to aid students in becoming competent consumers of nursing research by understanding how qualitative research findings can be applied in their nursing practice.

Simulation Lab III & Clinical VII (BSCN4010) (4 credits)

Semester 5

Consolidation Theory (BSCN4100) (3 credits)

This course focuses on the transition of the learner into a new graduate nurse. Opportunities are provided to demonstrate competence with the College of Nurses Entry to Practice roles of a Registered Nurse including clinician, professional, communicator, collaborator, coordinator, leader, advocate, educator and scholar. Experiences in the consolidation setting will require the demonstration of student synthesis of both prior and new learning.

Leadership and Management (BSCN4101) (3 credits)

This course focuses on the theory and concepts of leadership and management in the professional nurse's role. The emphasis is on key skills required by highly effective nurse leaders/managers such as critical thinking, conflict management, delegating, building teams, stress management, and leading change. Learners are required to integrate new and prior learning.

Clinical VIII: Consolidation Praxis (BSCN4110) (6 credits)

Bachelor of Science - Nursing (Honours)

Section B.121
2025-07-02

Degree (4 Years - 8 Semesters) (3401)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

An investment in you is an investment in the thousands of people you'll impact in your career. Together, let's bring your goals to life!

The Honours Bachelor of Science - Nursing (Honours) curriculum stresses health promotion and wellness while focusing on care and compassion for those who are ill. On your journey to become a registered nurse (RN), you'll explore career-specific scenarios that will prepare you for real-world success.

Clinical placements that begin in year-one and small class sizes create a focused and innovative learning environment. Plus, the state-of-the-art Adult Medical-Surgical Simulation Lab allows you to learn through active participation in life-like situations.

Want more tools to help you succeed? You'll also have access to a large general lab, a simulated home, assessment lab, and a maternal-child sim lab where you can focus on other communication, critical thinking, and hands-on skills.

This isn't your typical nursing college! It's amazing. It's hands-on. And you'll find it here.

PROGRAM OUTCOMES

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Admission requirements:

Ontario Secondary School diploma (OSSD) with a minimum overall average of 75% in the following required courses (75% not required in each individual course):

- One 4U English
- One 4U Biology
- One 4U Chemistry
- One 4U Mathematics
- Two other 4U/M courses (highest grades are used)
- **OR** successful completion of the Pre-Health Sciences - Pathways to Advanced Diplomas & Degrees Program (3065) with a minimum 3.0 GPA
- **OR** a minimum 2.8 GPA or 70% in the most recent year of postsecondary studies **AND** successful completion of 4U English, 4U Biology, 4U Chemistry and 4U Mathematics.

This is typically a high demand program thus meeting the minimum prerequisite average or completing Pre-Health Sciences with the minimum GPA does not guarantee an offer of admission.

NOTE: Applicants and students in the Honours Bachelor of Science - Nursing program are required to disclose all education, which requires submission of all prior educational transcripts from high school and post-secondary studies. Failure to fully disclose your postsecondary transcript could be grounds for dismissal from the program, or disqualification from admission consideration.

CAREER PATHS

You will be prepared for nursing in traditional settings: community, private practice, acute and chronic care hospitals and settings yet to be realized. Over the next ten years there is an expected shortage of nurses provincially, nationally and internationally. Once you graduate, you may choose to specialize in an area of nursing practice or continue on with your studies at the graduate and post graduate levels. Sault College Honours BScN graduates will be prepared to create and influence the future of nursing practice at a political, social and professional level by responding to and anticipating the changing health care needs of society.

In Ontario, the Regulated Health Professional Act (RHPA) and the Nursing Act have conditions for provincial registration that impact Ontario students entering and completing the Nursing program and writing the National Council Licensure Examination - Registered Nurses (NCLEX-RN) required for licencing. These conditions are required to protect public interest.

When applying for provincial registration with the College of Nurses of Ontario, information must be provided about citizenship, previous incidence of criminal offences, professional misconduct, and incompetence or incapacity in another health profession in Ontario, or in nursing in another jurisdiction.

Applicants must also provide information about any physical and/or mental disorders that make it desirable, in the public interest, that the person not practice.

This new legislation for all individuals requesting registration should be reviewed by students applying to the Nursing program. For information on the implications of this new legislation, call the College of Nurses of Ontario at 1-800-387-5526 or view their web site, <http://www.cno.org/en/become-a-nurse/>

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$6,354.00	\$1,260.00	\$18,250.10	\$1,910.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Lab, Clinical and Community Dress Policies

Identification Pin: (name tag) is worn in all hospital and community clinical experiences, as well as for formal presentations.

Nursing Lab Classes/Data Collection: Students wear a royal blue polo shirt with the BScN logo and

professional black pants.

Community Placements: Students wear professional dress. Depending on the location; students may choose their BScN royal blue polo shirt and professional pants in a neutral color.

Hospitals/Nursing Homes: Royal Blue Uniform with Sault College Honours Bachelor of Science - Nursing Program logo. Warm-Up Jacket - is to be black with the Sault College Honours BScN logo.

Note: Uniforms with the BScN logo are available for purchase in the College Bookstore.

Shoes: Students should be careful and cautious of shoe heel height and shoe sole surface material to help mitigate any risk of injury and ensure a safe environment (i.e. non-slip).

*** Clinical footwear** will have a closed toe and heel, be visibly clean, and must be designated only for clinical practice. Athletic footwear is commonly worn. If you are unsure about the acceptability of your footwear, please check with your clinical course professor.

Jewellery: small studs, watch with a seconds hand.

Hair: off collar and face. Lengthy braids and ponytails must be secured up above the collar. Facial hair, if present, must be neatly groomed.

Nails: appropriately cut, no polish including clear; false nails not permitted.

Body adornment is to be consistent with clinical agency policy.

Fragrance free products are required.

Attention to personal hygiene is expected.

Other Supplies:

Student preparation is essential for success; students will be expected to obtain all required and necessary resources (textbooks, workbooks, binders and paper, writing utensils, uniforms, clinical tools).

All students will be required to have access to a laptop that meets the following minimum specifications, which will be used for remote learning, in-class and online evaluations:

- i5 processor (or equivalent)
- 8GB of RAM
- 256 GB Hard Drive
- 226 SSD (Solid State Disk)
- Windows 11 operating system or macOS 10.15 to 14.0+
- Webcam, speaker & microphone capability
- Broadband Internet services from a provider or your choice, for off-campus remote learning or activities.

Students will be required to download and use Sault College software through LMS for online testing.

Please note the use of mobile phones or certain notebooks are not compatible with this software and cannot be used for this purpose.

CLINICAL/LAB OR FIELD PLACEMENTS

For students to be eligible to complete clinical placement, a mandatory component of the program, specific clinical requirements must be satisfied and documentation submitted by the due date identified. Students are responsible for the full cost of obtaining placement requirements.

All original placement documentation must be submitted to the appropriate college contact by the

program/year mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation and copies to present to faculty and/or placement agencies as required. Sault College **does not** retain copies of any clinical requirement documentation.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the clinical placement course. Tuition will not be refunded if access to clinical placement is denied.

Clinical Placement Requirements are due as indicated:

- BScN - Honours - Year 1 - Day 1 of first semester
- BScN - Honours - Year 2, 3, and 4 - August 15th - before returning to semesters 3, 5, 7 in the Fall Term.
- BScN - Bridge - December 1st - before beginning first semester in the Winter Term.

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED**, must be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting
- **POLICE VULNERABLE SECTOR CHECK (VSC)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of the academic year as possible e.g. **August (Honours)** and **December (Bridge)** - if a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca
- **NALOXONE TRAINING** (on entrance to program) [Public Services Health and Safety Association | Naloxone Training eLearning \(pshsa.ca\)](#) - Register for tracked version with certificate

IMMUNIZATIONS

Health & Community Services Programs Immunization and Health Record Form will be available on LMS and in welcome email, to be submitted with the following:

- 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
- 1 Step TB Skin Test annually OR as needed
- Measles/Mumps/Rubella Series
- Tetanus every 10 years
- Varicella OR MMRV OR documented blood test/titre
- Hepatitis B series
- Influenza - October/November annually
- Covid-19; 2 doses
- Additional health information that is appropriate for disclosure
- Acknowledge review of BScN Honours and Bridge Program Handbook, BScN Honours and Bridge Program Clinical Manual, and Sault College Student Code of Conduct annually

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not

been vaccinated against Covid-19.

Clinical Requirement Specifics:

Students must have all clinical requirements completed by the specified due date.

Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Testing - are available through Sault College's Continuing Education Department. You may also access these courses through other providers, as long as they meet the clinical/placement requirement specifications.

WHMIS is available to registered students **FREE** of charge on LMS. Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC):

For your program, a **Level 3 Vulnerable Sector Check (VSC)** is required.

- Year 1 of Program - Must be current within 12 months
- Year 2, 3 and 4 of Program - Do not obtain prior to July, but obtain before August 15
- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR CHECK
- Must be completed through local or Provincial Police; 3rd party online background checks are **NOT acceptable**
- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed. Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student

fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the Sault College Health Form to the Sault College Health Centre: anne.erechook@saultcollege.ca

All other requirements (i.e. Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check, Naloxone training) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International Students completing a program with a field/clinical placement must obtain a Coop/Work Permit from Immigration, Refugees, and Citizenship Canada stating that they are permitted to attend field/clinical placement as an integral part of their studies. International students will not be able to attend clinical placement without obtaining this permit.

CERTIFICATIONS

Ministry Consent

Sault College has been granted a consent by the Ministry of Colleges and Universities to offer this applied degree for a seven-year term starting February 2, 2022. Sault College shall ensure that all students admitted to this above-named program during the period of consent will have the opportunity to complete the program within a reasonable time frame.

OTHER INFORMATION

Program College Contact (Year 1 of Program): Becky Miller, Rebecca.Piccolo@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BIOL1050-4 Human Anatomy and Physiology I
BSCN1000-3 The Fundamentals of Nursing Theory
BSCN1001-3 Reflection and Academic Writing
BSCN1002-3 Introduction to the Profession of Nursing

BSCN1010-1 Clinical I: The Fundamentals of Nursing
SOSC1100-3 Introduction to Indigenous Canada

SEMESTER 2

BIOL1150-4 Human Anatomy and Physiology II
BSCN1101-3 Communication in Nursing
BSCN1110-4 Clinical II: Health Assessment
CHEM1150-3 Biochemistry
PSYC1150-3 Lifespan Development

SEMESTER 3

BIOL2060-4 Introduction to Microbiology
BSCN2000-3 Medical-Surgical Nursing I Theory
BSCN2002-2 Healthcare Informatics
BSCN2010-2 Medical-Surgical I Lab and Clinical III
BSCN2011-3 Pharmacology I
PATH2050-2 Pathophysiology I

SEMESTER 4

BSCN2100-3 Medical-Surgical Nursing II Theory
BSCN2101-3 Ethics
BSCN2102-2 Pharmacology II
BSCN2110-2 Medical-Surgical II Lab & Clinical IV
PATH2160-3 Pathophysiology II

SEMESTER 5

BSCN3000-3 Mental Health Theory
BSCN3002-3 Obstetrics and Reproductive Health
BSCN3010-3 Simulation Lab I & Clinical V
BSCN3101-3 Population Health
NUTR3150-3 The Science of Nutrition

SEMESTER 6

BSCN3001-3 Clinical Nursing in Community Settings
BSCN3100-3 Child & Family Health Theory
BSCN3102-2 Research I
BSCN3110-3 Simulation Lab II & Clinical VI
STAT3150-3 Statistics and Data Analysis

Electives:

In addition to the mandatory courses, students will chose one elective in semester 6.

SEMESTER 7

BSCN4000-3 Advanced Clinical Concepts Theory
BSCN4001-3 Nurses Influencing Change
BSCN4002-2 Research II
BSCN4010-4 Simulation Lab III & Clinical VII

Electives:

In addition to the mandatory courses, students will chose one elective in semester 7.

SEMESTER 8

BSCN4100-3 Consolidation Theory
BSCN4101-3 Leadership and Management
BSCN4110-6 Clinical VIII: Consolidation Praxis

Course Descriptions

Semester 1

Human Anatomy and Physiology I (BIOL1050) (4 credits)

This course describes human anatomy and physiology at the cellular, tissue, organ, and system levels of organization. Aspects of this course will concentrate on the clinical application of anatomy and physiology.

The Fundamentals of Nursing Theory (BSCN1000) (3 credits)

This course introduces the student to fundamental theoretical concepts in nursing that promote health and healing with a focus on the older adult population. It explores concepts related to nursing science as well as professional nursing roles and responsibilities in health care.

Reflection and Academic Writing (BSCN1001) (3 credits)

This course is an introduction to professional relationships in nursing with a focus on reflection through self-awareness, relational communication, and professional writing skills.

Introduction to the Profession of Nursing (BSCN1002) (3 credits)

This course is an introduction to the foundations of nursing as a profession. It includes the history of nursing, nursing education, teaching and learning foundations and the Canadian health care system. The regulation of the nursing profession, the nursing process, and the role of nursing within the interprofessional team are discussed.

Clinical I: The Fundamentals of Nursing (BSCN1010) (1 credits)

This course introduces the student to fundamental practice skills that maintain and promote health and healing. Students will learn and safely demonstrate health promotion and maintenance skills in the lab and are required to apply their knowledge and skills in the clinical setting.

Introduction to Indigenous Canada (SOSC1100) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Semester 2

Human Anatomy and Physiology II (BIOL1150) (4 credits)

This course is a continuation of Anatomy & Physiology I. It describes additional topics in human anatomy and physiology at the cellular, tissue, organ, and system levels of organization. Aspects of this course will concentrate on the clinical application of anatomy and physiology.

Communication in Nursing (BSCN1101) (3 credits)

This course introduces therapeutic use of knowledge, communication and skills in relation to others in the

context of professional relationships. Opportunities are provided to develop beginning competencies in the establishment of respectful and safe engagement for person-centred care while exploring the foundational concepts of therapeutic communication.

Clinical II: Health Assessment (BSCN1110) (4 credits)

This course will provide students with the basic principles and components of a holistic nursing assessment, with focus on the well adult. Students will gain knowledge and skills in communication, interviewing and assessment of the physical and mental status of individuals. Student will learn normal and select abnormal assessment findings. Student will learn and safely demonstrate their skills in the labs setting and are required to integrate their knowledge and skills into their clinical practice. Learners are required to integrate new and prior learning.

Biochemistry (CHEM1150) (3 credits)

This course explores the basic principles of biochemistry in relation to the appreciation and understanding of biological networks. It focuses on the biochemical principles that influence metabolic and developmental biological processes

Lifespan Development (PSYC1150) (3 credits)

This course explores the systematic changes and continuities that occur in people from conception to death. The interrelationship of psychological, cognitive and psychosocial development will help inform understanding of the human experience. Nature-Nurture, one of the central issues in the study of development, will be highlighted throughout the course to understand the interaction between cultural, social and historical impacts and biological maturation. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Semester 3

Introduction to Microbiology (BIOL2060) (4 credits)

This course is an introductory course with applications in the health sciences. It will provide students with the basics of microbial cell structure and function, antimicrobial therapy and drug resistance, the immune system, antibodies, and diagnostic microbiology. This course also examines the involvement of microbes in emerging and re-emerging infectious diseases as well as nosocomial and sexually transmitted infections.

Medical-Surgical Nursing I Theory (BSCN2000) (3 credits)

This course focuses on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase self-directedness, and participate in delivery of comprehensive care of patients. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Healthcare Informatics (BSCN2002) (2 credits)

This course addresses the integration of nursing practice with health information, knowledge, data management and communication technologies to promote best practice strategies for quality health of individuals, families and other groups, and communities worldwide (Canadian Nursing Informatics Association [CNIA], 2017). Through this introductory course, students will learn about the influence of information technology on clinical practice and explore methods of incorporating informatics into practice.

Medical-Surgical I Lab and Clinical III (BSCN2010) (2 credits)

This course focuses on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase self-directedness, and participate in the delivery of comprehensive care of patients. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Pharmacology I (BSCN2011) (3 credits)

This course focuses on the application of integrated pharmacological knowledge and interventions within the nursing process.

Pathophysiology I (PATH2050) (2 credits)

This course introduces the student to the study of pathophysiology. An integrated and system-based approach will be taken to provide the student with the background concepts to understand pathophysiology. It is expected that the student will bring to this course a competent background in human anatomy and physiology.

Semester 4

Medical-Surgical Nursing II Theory (BSCN2100) (3 credits)

This course is a continuation of Medical-Surgical I. It continues to focus on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase evidence-informed self-directedness, and participate in delivery of comprehensive care of patients. Learners are required to integrate prior knowledge and skills safely into their clinical practice.

Ethics (BSCN2101) (3 credits)

This course focuses on multifaceted issues inherent in the delivery of nursing care from a Canadian perspective. Opportunities are provided for learners to examine moral, professional, ethical, and legal nursing knowledge in relation to current practice.

Pharmacology II (BSCN2102) (2 credits)

This course is a continuation of Pharmacology I. Continued focus on the application of integrated pharmacological knowledge and interventions within nursing process.

Medical-Surgical II Lab & Clinical IV (BSCN2110) (2 credits)

This course is a continuation of Medical-Surgical I. It continues to focus on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase evidence-informed self-directedness, and participate in delivery of comprehensive care. Learners are required to integrate prior knowledge and skill safely into their clinical practice.

Pathophysiology II (PATH2160) (3 credits)

This course is a continuation of Pathophysiology I. An integrated and system-based approach will be taken to provide the student with the background concepts to understand pathophysiology. It is expected that the student will bring to this course a competent background in human anatomy and physiology.

Semester 5

Mental Health Theory (BSCN3000) (3 credits)

This course is designed to facilitate the development of knowledge related to the care of individuals, families, and groups experiencing acute and chronic alterations in mental health. Issues experienced from mental health and illness throughout the lifespan will be explored as well as mental status assessment, pharmacotherapeutics and the use of therapeutic communication skills as interventions.

Obstetrics and Reproductive Health (BSCN3002) (3 credits)

This course focuses on the nurse's role in meeting the health care needs of childbearing families. Opportunities are provided to develop an understanding of reproductive health and Obstetrical nursing care. Learners are required to integrate new and prior learning.

Simulation Lab I & Clinical V (BSCN3010) (3 credits)

This course offers an advanced skills and simulation experience that encompasses medical-surgical, obstetrics, mental health, and community nursing. Building upon foundational knowledge, learners will engage with complex health scenarios through a variety of low to high-fidelity simulations. The course provides opportunities to apply the nursing process, recognize patterns, and utilize evidence-based practices in a safe, controlled environment in simulation lab and clinical practice.

Students will explore acute and chronic conditions, focusing on therapeutic communication, mental status assessment, and pharmacotherapeutics.

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The Science of Nutrition (NUTR3150) (3 credits)

This course will explore the science and fundamentals of human nutrition, and the roles that various nutrients play in both health and illness across the lifespan. Students will learn how nutrition influences an individual's health. The course will also investigate metabolic processes, nutritional conditions, and nutrition related diseases which impact body functioning.

Semester 6

Clinical Nursing in Community Settings (BSCN3001) (3 credits)

This course focuses on the care of individuals and their support systems who receive an array of nursing

services at a variety of levels through community agencies. Students are provided the opportunity to explore various nursing roles in the context of a defined community. Community health nursing concepts and skills for promoting individual system wellness are emphasized. Learners are required to integrate new and prior learning

Child & Family Health Theory (BSCN3100) (3 credits)

This course focuses on the nurse's role in meeting the health care needs of children and families. Opportunities are provided to develop an understanding of growth and development, family assessment and pediatric nursing care including system dysfunctions. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Research I (BSCN3102) (2 credits)

In this course, students learn the basics of nursing research and the value for selecting a quantitative methodological approach to investigate areas of nursing inquiry. The intent of the course is to aid students in becoming competent consumers of nursing research by understanding how quantitative research findings can be applied in their nursing practice.

Simulation Lab II & Clinical VI (BSCN3110) (3 credits)

This course offers an advanced skills and simulation experience that encompasses medical-surgical, obstetrics, pediatrics, mental health, and community nursing. Building upon foundational knowledge, learners will engage with complex health scenarios through a variety of low to high-fidelity simulations. The course provides opportunities to apply the nursing process, recognize patterns, and utilize evidence-based practices in a safe, controlled environment in simulation lab and clinical practice.

Students will explore acute and chronic conditions, focusing on therapeutic communication, mental status assessment, and pharmacotherapeutics. By integrating interdisciplinary knowledge and skills, learners will enhance their clinical practice, preparing them to deliver comprehensive and compassionate care across diverse nursing specialties.

Statistics and Data Analysis (STAT3150) (3 credits)

This introductory course provides students with the basic concepts of data analysis and statistical computing. Technology and statistical literacy will be integrated to prepare them to address problems that involve collecting, measuring, analyzing, comparing and presenting data sets in a clear and meaningful way.

Semester 7

Advanced Clinical Concepts Theory (BSCN4000) (3 credits)

This course focuses on the advancement of nursing knowledge and skills, including emerging health care trends and associated nursing leadership responsibilities. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Nurses Influencing Change (BSCN4001) (3 credits)

This course explores the ways nurses can influence holistic change in clients, the nursing profession, the healthcare system and society. Emphasis is on strategies for enhancing nursing influence. Opportunities are provided for learners to explore ongoing and potential changes within the practice setting, current trends and complex nursing care issues. Learners are required to integrate new and prior learning.

Research II (BSCN4002) (2 credits)

In this course, students learn the basics of nursing research, and the value for selecting an emergent qualitative methodological approach to investigate areas of nursing inquiry. The intent of the course is to aid students in becoming competent consumers of nursing research by understanding how qualitative

research findings can be applied in their nursing practice.

Simulation Lab III & Clinical VII (BSCN4010) (4 credits)

Semester 8

Consolidation Theory (BSCN4100) (3 credits)

This course focuses on the transition of the learner into a new graduate nurse. Opportunities are provided to demonstrate competence with the College of Nurses Entry to Practice roles of a Registered Nurse including clinician, professional, communicator, collaborator, coordinator, leader, advocate, educator and scholar. Experiences in the consolidation setting will require the demonstration of student synthesis of both prior and new learning.

Leadership and Management (BSCN4101) (3 credits)

This course focuses on the theory and concepts of leadership and management in the professional nurse's role. The emphasis is on key skills required by highly effective nurse leaders/managers such as critical thinking, conflict management, delegating, building teams, stress management, and leading change. Learners are required to integrate new and prior learning.

Clinical VIII: Consolidation Praxis (BSCN4110) (6 credits)

Enhanced Practice for Internationally Educated Nurses - Acute Care

Section B.122
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (3044)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This one-year graduate certificate program is for experienced internationally educated nurses holding a four-year bachelor's degree in nursing, who wish to practice in Canada. Through theory, labs, simulation, and supervised clinical practice, this program focuses on caring for the client in an acute clinical setting. It allows students to develop skills in critical thinking, decision making, nursing diagnosis, care planning, implementation, and evaluation of care. In addition, course content will cover the philosophy, culture, communication skills, ethics and practice of professional nursing in Canada. The program includes extensive clinical experience in an acute-care setting.

PROGRAM OUTCOMES

1. Conduct comprehensive assessments to plan individualized care supporting health promotion and disease prevention in complex and non-routine patient environments.
2. Integrate evidence-informed research, theory, and critical inquiry within the context of the Canadian health-care system to inform nursing practice and advance clinical judgment in the acute care setting.
3. Model personal and professional responsibility, accountability, self-regulation, and ethical practice when caring for clients and their families to meet Canadian nursing regulatory standards, practices, and legislation.
4. Communicate effectively with diverse populations and the healthcare team to form partnerships and improve health outcomes for individuals, families, groups and communities.
5. Integrate and promote best practices and approaches in relation to the gerontological population within the Canadian healthcare system to plan and deliver nursing care in the acute care setting.
6. Assess, plan, implement, and evaluate nursing care across the lifespan within the continuum of acute care.
7. Influence positive change related to social justice, health equity, and public policy to improve outcomes at the individual, organizational, and healthcare system levels.
8. Outline local community and provincial health care system resources and options to support decision-making and the implementation of nursing interventions.
9. Establish education objectives to support career growth within health care in Ontario.
10. Advocate for client, self and the nursing profession by implementing strategies to provide safe and quality nursing care in the acute care setting.

11. Integrate principles and philosophy of end of life care to support the client and their families through the experience of death and dying.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent

For this graduate certificate, applicants must have a four-year accredited Bachelor Degree in Nursing. Applicants must have registration as a nurse in the country where the original nursing education was obtained.

Applicants should have at least one year of clinical experience in the last two years.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL iBT, or IELTS, or equivalent test to satisfy our English admission requirements.

Minimum test scores required for:

- TOEFL iBT is 88
- IELTS overall band of 6.5, no band less than 6.0

CAREER PATHS

Graduates, who have successfully passed the National Council Licensure Examination (NCLEX-RN) to join the College of Nurses of Ontario, may gain employment as a Registered Nurse (NOC 3012).

Registered Nurses provide direct nursing care to patients, deliver health education programs and provide consultative services regarding issues relevant to the practice of nursing. Nurses are employed in a variety of settings; including hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, community agencies, companies, private homes and public and private organizations or they may be self-employed.

Approximately 121,488 people work in this occupation in Ontario (CNO, 2019).

As efforts are being made to expand home and community care and enhance inter-professional primary care organizations, job opportunities for this occupation in community care settings will rise. The demand for healthcare is expected to grow as the proportion of seniors in Ontario is projected to increase.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element. Tuition will not be refunded if access to clinical placement is denied.

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED**, must be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting
- **CRIMINAL RECORD CHECK Level 3 VULNERABLE SECTOR SEARCH (VSS)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of the academic year as possible

if a Criminal Record is confirmed, contact Jennifer.Williamson@saultcollege.ca

IMMUNIZATIONS - Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre - Anne.Erechook@saultcollege.ca

Health & Community Services Programs Immunization and Health Record Form will be available on LMS and in welcome email, to be submitted with the following:

1. 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
2. 1 Step TB Skin Test annually OR as needed
3. Measles/Mumps/Rubella Series
4. Tetanus every 10 years
5. Varicella OR MMRV OR documented blood test/titre
6. Hepatitis B series
7. Influenza - October/November annually
8. Covid-19; 2 doses

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Placement Requirements are due as indicated:

- Enhanced Practice for Internationally Educated Nurses - Acute Care (3044) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: Jennifer.Williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if

access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre.

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Criminal Record Check Level 3 - Police Vulnerable Sector Search (VSS):

For your program, a **Level 3 Vulnerable Sector Search (VSS)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

EDUCATIONAL PATHS

Graduates of nursing bachelor programs will complete this program to gain valuable experience through field placements, being better prepared to write the College of Nurses examination for their entry to practice.

Graduates can then proceed to other College Graduate Programs. The list of these programs is as follows:

- Gerontology
- Health Care Administration
- Health Informatics
- Healthcare Leadership: Canadian Context

OTHER INFORMATION

Program Coordinator: Barbara Blair, (705) 759-2554 ext 2608, barbara.blair@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

CMM510-2 Professional Communication
ENP101-3 Nursing Practicum I
ENP103-4 Pharmacology I
ENP104-3 Enhanced Assessment Skills
ENP105-4 Clinical Preparation Lab
ENP106-1 Workplace Health and Safety

ENP112-3 Medical-Surgical Nursing

SEMESTER 2

ENP102-3 Professional Nursing Practice in Canada

ENP110-5 Practicum II

ENP111-3 Critical Care Lab

ENP114-3 Pathophysiological Concepts in Critical Care

ENP115-2 NCLEX-RN and OSCE Preparation

ENP116-3 Medical-Surgical Nursing Simulation Lab

Course Descriptions

Semester 1

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Nursing Practicum I (ENP101) (3 credits)

In this practicum course, students are placed in the clinical setting to provide care and will be supervised by a nurse who is registered in Ontario with the College of Nurses. Knowledge from previous nursing education, as well as other courses during this semester will be applied in the practice setting. This clinical experience will help prepare the internationally educated nurse in their transition into the role of a Registered Nurse in Canada.

Pharmacology I (ENP103) (4 credits)

The focus of this course is to review and update pharmacological knowledge, interventions, and medication administration. Students will be building on and applying previous pathology knowledge throughout the course. Learners will study the different categories of medications, their actions, uses, adverse reactions, and nursing implications.

Enhanced Assessment Skills (ENP104) (3 credits)

This course will provide learners with an in-depth review of interviewing methods, collection of the health history, and physical assessment skills. Students will apply assessment skills to clients across the lifespan; in a variety of different practice situations and simulations. The course will assist the students to compare normal results to atypical findings. In preparation for this course, students should review anatomy and physiology relevant to the topics of this course.

Clinical Preparation Lab (ENP105) (4 credits)

Nursing knowledge and skills are the basis of this lab experience. Once per week, students will have a one-hour lecture to review the rationale for basic nursing skills. Students will have the opportunity to apply the nursing process to scenarios in the lab and in simulations. Learners will practice medication administration skills as per the scope of practice of the Registered Nurse in Canada. Using clinical judgment and critical thinking skills in different scenarios in the lab will provide the students with increased confidence when in placement. Students will submit the routine clinical requirements in preparation for placement.

Workplace Health and Safety (ENP106) (1 credits)

This course educates students about Occupational Health and Safety policies in Ontario, including WHMIS, Fire Safety and Workplace Violence. Learners will study how to work in a safe manner, within a variety of employment settings. Students will learn about their insurance coverage (WSIB or other) while in placement or employed. This will include guidelines to follow in the event of an injury.

Medical-Surgical Nursing (ENP112) (3 credits)

This course will examine the pathophysiology of the many systems of the human body, in detail. Each module of the course will review the pathological processes of various illnesses along with the corresponding diagnostic tests, health assessments, medical treatments, and nursing interventions.

Semester 2

Professional Nursing Practice in Canada (ENP102) (3 credits)

This course will examine the role of the Registered Nurse, in a variety of different practice settings. The Canadian context will frame the professional standards and the scope of practice of the Registered Nurse. Students will study the ethics, principles and legalities of practice within the Canadian Health Care System. This course will introduce many concepts such as the Circle of Care, intraprofessional practice, interprofessional practice, and multidisciplinary teams. Students will be introduced to Canadian Professional Nursing Organizations. Students will study various forms of professional communication, including formal documentation.

Practicum II (ENP110) (5 credits)

In the second clinical placement experience, students will have an opportunity to demonstrate safe, competent, ethical, and evidence-informed practice on a medical or surgical unit. These clinical experiences will help to support the learner with the transition from the role of a postgraduate international student to the role of a Canadian Registered Nurse as a beginning practitioner. This course focuses on the critical integration of theoretical, empirical, ethical, and professional knowledge. Students will have opportunities to tour and observe in Critical Care units. Opportunities to speak with Registered Nurses who currently work in Critical Care areas will be offered.

Critical Care Lab (ENP111) (3 credits)

Students will have an opportunity to experience labs and simulations that require them to provide care for patients with complex medical-surgical conditions. Students will focus on the refinement of nursing skills, assessments and critical thinking. Learners will review the Professional and Practice Standards of the College of Nurses of Ontario and the Canadian Association of Critical Care Nurses (CACCN). This program will assist students to understand the steps needed to attain certification as a Critical Care Nurse in Ontario.

Pathophysiological Concepts in Critical Care (ENP114) (3 credits)

This course will be a general review of common pathophysiological conditions but will introduce learners to the important theoretical body systems and clinical components covered in a Critical Care Nursing Program. Topics include: homeostasis, acid-base balance, blood gases, shock, endocrinology, blood components and immunology.

NCLEX-RN and OSCE Preparation (ENP115) (2 credits)

This course will prepare students to be successful candidates in the writing of the NCLEX-RN examination and OSCE evaluation, on their way to becoming professional Registered Nurses in Ontario. NCLEX preparation will be completed through use of lecture and practice questions. OSCE preparation will consist of practice scenarios whereby students can demonstrate their learned assessment skills.

Medical-Surgical Nursing Simulation Lab (ENP116) (3 credits)

This course will give students the opportunity to practice physical examination and health assessments of the many systems of the human body, in detail. Each module of the course will review the pathological processes of various illnesses that involve each body system. Students will practice deciphering corresponding diagnostic tests, health assessments, medical treatments, and nursing interventions in a laboratory environment.

Fetal Alcohol Spectrum Disorder (Online Program Delivery)

Section B.123
2025-07-02

Ontario College Graduate Certificate (1 year - 2 semesters) (2752)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Please note this program is delivered in a fully-online format through OntarioLearn.

This Ontario College Graduate Certificate program provides professionals with specialized knowledge and skills in Fetal Alcohol Spectrum Disorder (FASD) and service delivery to individuals, families and groups at risk for, or living with, FASD.

This initiative is designed for professionals to provide knowledge and skills 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. Effective prevention and intervention strategies, research and professionalism are emphasized so that services may be delivered in a respectful and culturally competent manner toward achieving balance and harmony in the context of holistic health and healing of all community members.

PROGRAM OUTCOMES

The graduate will reliably demonstrate the ability to:

1. Assess individuals, families and groups at risk for and/or living with the experience of FASD.
2. Advocate for individuals, families and groups at risk for or living with FASD within the social services, health, education, judicial and other systems.
3. Collaborate in the planning, delivery and evaluation of FASD service programs and initiatives.
4. Plan for and develop an implementation and evaluation process for interventions aimed at prevention, early detection and ongoing support for individuals, families and groups at risk for or living with FASD.
5. Refer individuals, families and groups at risk for or living with FASD to appropriate services.
6. Design and plan for the delivery of FASD services education to other professionals and members of the community.
7. Identify, analyze and apply current research and theory to FASD services.
8. Analyze and synthesize the professional impacts and implications for delivery of FASD services.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Admission Requirements:

- Ontario College Diploma
- Ontario College Advanced Diploma
- Private Career College Diploma (MTCU approved)
- Degree
- Or equivalent

Ideally in one of the following areas:

- Health care
- Social or human services
- Education
- Childcare
- Criminal justice

Individual FASD course work may be undertaken at the discretion of the College.

CAREER PATHS

Graduates will find employment in a wide range of occupational fields providing service to individuals, families and communities:

- Health services
- Social service agencies/social work
- Developmental services support
- Education
- Criminal justice; corrections; policing
- Infant, child and youth organizations and service delivery agencies/facilities
- Home care and respite services

OTHER INFORMATION

For more information, please contact the Continuing Education department at continuingeducation@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

FASD8101-3 Overview of FASD
FASD8102-3 Human Development
FASD8103-3 Brain and Behaviour
FASD8105-3 Addictions
FASD8110-3 Fundamentals and Professional Implications

SEMESTER 2

FASD8104-3 Cultural Perspectives in FASD
FASD8106-3 Development and Learning Disabilities
FASD8107-3 Support Strategies
FASD8108-3 FASD Prevention
FASD8109-3 Special Topics in FASD
FASD8112-4 FASD Capstone

Course Descriptions

Semester 1

Overview of FASD (FASD8101) (3 credits)

This course introduces the student to the effects of prenatal alcohol exposure and the resulting disabilities known as Fetal Alcohol Spectrum Disorder (FASD). The unique complexity FASD presents to individuals, families, and communities is explored within the broader context of the impact of the disorder on social, educational, criminal, financial and health care systems.

Human Development (FASD8102) (3 credits)

This course integrates a life-span development and multi-disciplinary approach to the topic of human development. The course uses the perspective of bio-psycho-social-spiritual development as the basis for practice with individuals, families and groups. Human development and behavior will be viewed through the lens of cultural and anti-oppressive approaches to practice with some focus on Indigenous views of human development. An emphasis on the established norms for each life stage will provide a framework for students to understand the developmental challenges faced by those affected by FASD.

Brain and Behaviour (FASD8103) (3 credits)

This course is the foundation course on the study of the effects of prenatal exposure to alcohol on the brain and subsequent impact on development and behaviour. Students will be able to integrate knowledge of basic human brain structure and function with information on the effects of alcohol on the developing brain in order to formulate an in-depth understanding of the impact of prenatal alcohol exposure.

Addictions (FASD8105) (3 credits)

This course will give students an understanding of substance misuse, abuse and compulsive addictive behaviour. It will broaden the students perspective of addiction issues and further enhance and strengthen their ability to work with diverse populations. Course emphasis is on FASD.

Fundamentals and Professional Implications (FASD8110) (3 credits)

In this course, students gain a solid understanding of the unique complexities of FASD in the social service, education, justice, and health related disciplines. This knowledge will add depth and breadth to their understanding of individuals, families, and communities as impacted by FASD. Prevention and intervention strategies will be explored with a view to integrating these concepts further into professional practice.

Semester 2

Cultural Perspectives in FASD (FASD8104) (3 credits)

This course explores FASD from a cultural perspective, with a focus on Canadian Aboriginal cultures. FASD is viewed as a disorder that, while it affects all cultures, provides an emergent opportunity for the Indigenous peoples of Canada to create a unique and effective response.

Development and Learning Disabilities (FASD8106) (3 credits)

This course explores developmental disabilities including those affecting motor, cognitive, speech, and sensory systems from a brain function perspective. Co-existing learning disabilities are studied with a view to remedial programming. The emphasis will be on understanding and recognizing disorders in these systems and how these disorders may impact people with prenatal alcohol exposure and other developmental disabilities.

Support Strategies (FASD8107) (3 credits)

This course focuses on effective strategies for support and management of those persons impacted by FASD. Participants will learn how to develop and tailor these program strategies to meet the needs of children, adolescents, and adults impacted by FASD.

FASD Prevention (FASD8108) (3 credits)

This course will examine root causes of alcohol use during pregnancy to better understand prevention. A four level model of prevention will be explored as well as identifying barriers to each level. Prevention of secondary conditions is also briefly discussed. Examples of existing prevention strategies will be critically examined. Students will be able to share their insights through graded weekly discussions and written assignments. This course primarily focuses on FASD prevention in Canada though some course readings are from the U.S. and other countries.

Special Topics in FASD (FASD8109) (3 credits)

This course addresses the unique considerations of policies and ethics within the various systems impacted by FASD. A broad range of pertinent topics will be covered including brain and addictions research, clinical practice, service delivery models, and social policy.

FASD Capstone (FASD8112) (4 credits)

This course integrates and reinforces concepts and methodologies introduced and explored throughout the program. There is an emphasis on consolidating skills and knowledge, demonstrating professionalism and engaging in reflective practice.

Learners will participate in weekly seminar discussions, submit workbook assignments/reflections and complete a capstone project that demonstrates skills, knowledge and professional awareness at the level expected of a graduating student.

PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Does seeing others succeed get your heart racing? Fitness and Health Promotion at Sault College will have you inspiring people and communities to live their best lives through custom wellness programs.

This 2-year program builds on your passion for health and wellness by teaching you how to assess, design and implement fitness and health programs for individuals to groups of all needs.

You know how to meet goals. It's time to show the world that they can do it too!

And graduates looking to pursue a degree in Sport Sciences, Kinesiology or exercise science can transfer eligible earned credits to programs at our partnering universities. Yep, you can earn a diploma AND degree in as little as four years!

Oh, and also as part of the program, qualified students may have the opportunity to earn nationally recognized industry certifications.

PROGRAM OUTCOMES

A graduate of the Fitness and Health Promotion Program at Sault College will reliably demonstrate the ability to:

1. conduct assessments of fitness, well-being, and lifestyle for clients and effectively communicate assessment results.
2. prescribe appropriate physical activity, fitness, active living, and lifestyle programs to enhance health, fitness, and well-being of clients.
3. utilize appropriate interviewing and counselling skills to promote or enhance health, fitness, active living, and well-being of clients.
4. collaborate with individuals in the selection and adoption of strategies that will enable them to take control of and improve their health, fitness, and wellbeing.
5. develop, implement, and evaluate activities, programs, and events which respond to identified needs and interests of clients and maximize the benefits of health, fitness, and well-being.
6. train individuals and instruct groups in exercise and physical activities.
7. contribute to community health promotion strategies.
8. assist in the development of business plans for health and fitness programs, activities, and facilities.
9. implement strategies and plans for ongoing personal and professional growth and development.
10. develop and implement risk management strategies for health and fitness programs, activities, and facilities.
11. interact effectively with clients, staff, and volunteers in health and fitness programs, activities, and

facilities.

Reference

Ministry of Training, Colleges and Universities Fitness and Health Promotion Program Standards (MTCU 52209), August 2003

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C or U) and at least one of the following senior sciences: Grade 11 Biology or Physics (C) or Grade 12 Chemistry (C) or Grade 12 (U) Exercise Science or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

In order to help you to make a decision about a career in Fitness and Health Promotion, we recommend that you complete Grade 12 Healthy Active Living Education and/or Exercise Science courses. A keen interest in leadership is also an asset.

CAREER PATHS

Fitness and Health Promotion is an increasingly popular health field. As the health of our population continues to decline the need for prevention and promotion of healthy lifestyles increases. As a Fitness and Health Promotion graduate you will have the skills to assess, motivate, educate and train the population and you will be situated to move quickly into this advancing field of employment.

This diploma program will position you to find employment as a personal trainer, health coach, group fitness and activity leader in public and private healthy active living clubs/ agencies (fitness and recreation), workplace fitness programs and the fitness industry.

Opportunities exist for graduates to pursue a University education (subject to grade requirements):

- Bachelor of Science in Exercise Science at Lake Superior State University
- Bachelor of Science in Kinesiology at University of Guelph-Humber
- Bachelor of Health Science in Kinesiology at the University of Ontario Institute of Technology.

CLINICAL/LAB OR FIELD PLACEMENTS

Students will participate in field placement during all four semesters of the program. In the latter part of semester four, you will complete fieldwork hours on a full-time basis for at least 6-10 weeks, gaining valuable work experience and employment references.

In order for students to be eligible to complete field placement, which is a mandatory component of education, specific placement requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which field placement is an element. Tuition will not be refunded if access to clinical placement is denied.

Placement Requirements:

- STANDARD FIRST AID
- CPR – Level C (annually) with AED, no online or blended courses are permitted
- WHMIS
- IMMUNIZATIONS
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- Fitness and Health Promotion (3040) - Year 1 - Due Date - 8th week of first semester
- Fitness and Health Promotion (3040) - Year 2 - Due Date - As Communicated

College Contact for Clinical Requirements: Jennifer.Williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre.

All other requirements (Standard First Aid, CPR, WHMIS, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid and CPR – C - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

1. 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray
2. Annual 1 Step TB Test (as needed)
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B (recommended)
7. Influenza Vaccine (October/November)
8. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Police Vulnerable Sector Check (PVSC):

For your program, a **Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's

ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

OTHER INFORMATION

Program College Contact: Lisa Folz, lisa.maidra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
FIT110-3 Professional Standards and Communication
FIT111-3 Functional Anatomy for Fitness Professionals
FIT112-3 Intro to Physical Activity and Wellness
NTR101-3 Sport Nutrition
PNG111-3 Anatomy and Physiology I
GEN100-3 Global Citizenship
PSY102-3 Introduction to Psychology

SEMESTER 2

FIT121-3 Physical Activity for Children and Youth
FIT122-3 Fitness Appraisals
FIT123-3 Exercise for Special Populations
FIT124-3 Exercise Physiology I
FIT125-3 Intro to Biomechanics
FIT126-3 Placement Experience I
FIT127-3 Exercise Instruction For Healthy Adults
PNG121-3 Anatomy and Physiology II

SEMESTER 3

FIT210-3 Fitness and Lifestyle Counselling
FIT211-3 Exercise Programming
FIT212-3 Physical Activity and Wellness for Older Adults
FIT213-3 Health Promotion I
FIT214-3 Exercise Physiology II
FIT215-3 Group Exercise
FIT216-3 Placement Experience II

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 4

FIT220-4 Advanced Exercise Assessment and Prescription

FIT221-4 Health Promotion II

FIT222-3 Injury Prevention and Management

FIT223-3 Entrepreneurship in Fitness and Health Promotion

FIT224-13 Consolidating Placement and Career Prep

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Professional Standards and Communication (FIT110) (3 credits)

In this course students will be introduced to the practices, ethics and behaviors that are necessary to be successful in the FHP program, industry, and on placement. In addition, students will identify and reflect on effective interpersonal communication techniques as they relate to roles in the fitness industry. Lastly, Students will explore the various opportunities available to them upon graduation such as career options, certifications, professional development opportunities, and articulation agreements.

Functional Anatomy for Fitness Professionals (FIT111) (3 credits)

This course examines the relationship between the structure and function of the musculoskeletal system. Basic concepts focusing on the composition and function of the musculoskeletal system will be examined. Primary focus will be on the skeletal system, naming bones, and boney landmarks, attachments, and actions of the primary muscle groups. Students will gain an understanding of how joint shapes allow or limit anatomical actions and how muscles pull on bones to produce those actions. Students will apply this knowledge to musculoskeletal movements, and exercises and how they are performed in a practical aspect.

Intro to Physical Activity and Wellness (FIT112) (3 credits)

This course will introduce and provide practical application of the concepts of health and wellness. Emphasis will be placed on taking control of individual health and lifestyle habits to improve overall wellness. Through examination of personal health and wellness choices, group discussion, hands-on activities, and investigation into community resources and programs, students will develop the skills necessary to apply these wellness skills to others.

Sport Nutrition (NTR101) (3 credits)

In this course, students will gain an appreciation for the effects of nutrition on physical activity and athletic performance. Students will examine the functions, sources and utilization of the specific nutrients in the body with emphasis on the health and performance implications for the physically active individual. The course will also examine various dietary supplements and food drugs and their effects on health and athletic performance. Students will gain an understanding of energy pathways in the body and the concepts of body composition and weight control. Students will compare popular dietary trends, complete

a dietary assessment and research various performance enhancing supplements in order to critically assess their value in fitness and athletic performance.

Anatomy and Physiology I (PNG111) (3 credits)

This course introduces the learner to the normal development, structures and functions of the human body. The learner will examine the physiological components of the human body, in order to obtain knowledge and understanding about how the structures and functions of the body are related.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Introduction to Psychology (PSY102) (3 credits)

A study of the science of psychology: its methods, concepts, and theories, including the topic areas of 1) brain, consciousness, sensation, and perception, 2) learning and memory, 3) intelligence, thought, and creativity, 4) motivation. Psychological concepts will be studied with a view towards how they can be applied to enhance the student's understanding of psychological adaptation and the causes and consequences of human behaviour.

Semester 2

Physical Activity for Children and Youth (FIT121) (3 credits)

In this course students will develop effective leadership skills to design and implement age-appropriate physical activity programs for children and youth. Students will explore current research of active living as it applies to children and youth to create programs that will improve the physical fitness of this age group. Barriers to physical activity for children and youth and the necessity of supportive environments will be investigated. Leadership skills will be developed through various practical experiences.

Fitness Appraisals (FIT122) (3 credits)

This course will familiarize students with a variety of fitness assessments used to determine a person's cardiovascular capacity, muscular strength and endurance, body composition, and flexibility. Baseline testing such as blood pressure and heart rate readings will also be introduced and practiced. CSEP-PATH concepts will be discussed in this course to prepare students for the national CSEP-CPT examination. The student will be expected to demonstrate competence in the administration of learned assessments, as well as effective instruction, cueing and providing feedback to the client.

Exercise for Special Populations (FIT123) (3 credits)

This course will provide students with the ability to identify special populations and modify variables to facilitate those with distinctive needs and medical conditions to experience healthy active living. Students will apply knowledge gained through study and practical experience to design, lead, evaluate and participate in a variety of activity sessions for diverse populations within the college setting and community.

Exercise Physiology I (FIT124) (3 credits)

This course is the first part of a two-part series (Applied Exercise Physiology I and II). This course examines

the physiological adaptations that take place within the human body during exercise and work including the muscular, nervous, endocrine, cardiovascular and respiratory systems. Bioenergetics and physiological adaptations to training will also be discussed based on a variety of exercise examples and age populations.

Intro to Biomechanics (FIT125) (3 credits)

This course will provide the student with a biomechanical foundation in the principles of normal functional movement, mechanical, anatomical, and physiological aspects of human movement and performance. Essential terminology and concepts related to normal human movement, the articular system, components of movement, biomechanical analysis of movement, and skill acquisition will be introduced. Students will assess, analyze, and develop an understanding of proper posture, gait, and balance mechanics.

Placement Experience I (FIT126) (3 credits)

In this course you will complete 28 hours of placement experience on and off campus and participate in a 1-hour weekly seminar course. This field placement will provide the opportunity for practical application of your knowledge and skills in the fitness and health industry while working under industry professionals. The weekly seminar will provide support for current field placements.

Exercise Instruction For Healthy Adults (FIT127) (3 credits)

In this course the student will identify, explain and demonstrate the necessary elements of purposeful exercise and physical activity sessions, such as group exercise classes and personal training sessions, aimed at improving the health and wellness of healthy adults. Through study and practical experience, the student will be introduced to a variety of exercises, exercise equipment, exercise training principles, basic program planning skills, and effective exercise instruction techniques. Skills will be mastered through practice teaching, peer and instructor evaluation, and field trips.

Anatomy and Physiology II (PNG121) (3 credits)

This course is a continuation of Anatomy and Physiology I and will further examine the relationship of body structures and their functions. Understanding of the remaining body systems will provide you with knowledge and understanding about how these systems work together to carry on complex functions within the human body.

Semester 3

Fitness and Lifestyle Counselling (FIT210) (3 credits)

In this course, students will learn various interviewing skills and behavior modification strategies to effectively gather information about a client's health and lifestyle and help clients make healthy lifestyle changes. In this course students will identify the common characteristics of lifestyle behaviors, understand and apply behaviour change theories, practice and demonstrate motivational techniques to enhance client adherence, and utilize various tools to assess and assist clients in making healthy lifestyle and behaviour changes.

Exercise Programming (FIT211) (3 credits)

This course provides the student with the theory and practical knowledge required to design individual training and lifestyle programs tailored to the client's needs and wants. Students will appropriately design resistance, aerobic, mobility, and body composition exercise programs for a variety of client case studies. In lab, students will develop and demonstrate competency in instructing a variety of resistance, aerobic and mobility exercises.

Physical Activity and Wellness for Older Adults (FIT212) (3 credits)

In this course students will develop effective leadership skills to design and implement appropriate physical activity and wellness programs for older populations. Students will learn how to modify program variables to facilitate the distinctive needs of this population. Students will explore current research of active living and wellness as it applies to older populations. Leadership skills will be developed through hands-on learning.

Health Promotion I (FIT213) (3 credits)

In this course, students will explore health promotion at the individual, community, national, and international levels. Through interactive lecture, group discussion and case studies, the student will be able to explain key health promotion definitions, strategies, and concepts that provide the framework for health promotion application.

Exercise Physiology II (FIT214) (3 credits)

This course is the second part of a two-part series (Applied Exercise Physiology I and II). This course applies concepts learned in Applied Exercise Physiology I to how various environments, including hot, cold and altitude affect exercise and sport. It also applies concepts to how participation in exercise and sport affects various age groups and both genders. We will examine how ergogenic aids and common medications affect exercise. ECG interpretation and heart arrhythmias will also be identified.

Group Exercise (FIT215) (3 credits)

This course continues to enhance the necessary skills acquired in previous courses to develop and lead a group fitness class. In this course the student will be exposed to a variety of group fitness styles and will participate in various community group fitness settings. The student will be challenged to identify, explain and demonstrate the necessary elements of each style of class and enhance their communication, leadership, motivational, and professionalism skills. Finally, the student will be tasked to develop and instruct two different group fitness classes to their peers and collaboratively lead a major group fitness event to the public. In addition, this course will effectively prepare the student for various group fitness certifications in the industry.

Placement Experience II (FIT216) (3 credits)

This course is a continuation of FIT126 - Placement Experience I. In this course you will complete 28 hours of placement experience on and off campus and participate in a 1-hour weekly seminar course. This field placement will provide additional opportunities for practical application of your knowledge and skills in the fitness and health industry while working under industry professionals. The weekly seminar will provide support for current field placements.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Advanced Exercise Assessment and Prescription (FIT220) (4 credits)

This course provides the student with the practical knowledge required to assess and design individual training and lifestyle programs for at least one client on campus. Students will be introduced to more advanced testing and exercise design techniques to enhance a person's muscular health, cardiovascular health, speed, balance, coordination, power, agility, mobility and body composition. CSEP-PATH concepts and skills will be prioritized to prepare students for the national CSEP-CPT examination. The student will be expected to demonstrate competence in the administration of all learned assessments, as well as demonstrate effective instruction, cueing and feedback to a client during live personal training sessions.

Students will be assigned a mentor to assist with program development and execution.

Health Promotion II (FIT221) (4 credits)

In this course students will develop the necessary skills needed to conduct a health promotion intervention. Students will explore health promotion in various settings and learn the basics of fund development. In groups, students will research, design, implement and evaluate an appropriate health promotion intervention.

Injury Prevention and Management (FIT222) (3 credits)

This course is designed to introduce students to common injuries involved with regular exercise and sport participation. The course will contain both theory and applied/practical applications of injury prevention and care. The role of the Fitness Professional in prevention, assessment, and limitations of injury on exercise prescription will be examined. Students will explore causes, classification and physiology of injuries. Through practical application students will develop exercise techniques and exercise prescription modifications specific to common injuries and the needs of the client.

Entrepreneurship in Fitness and Health Promotion (FIT223) (3 credits)

In this course, the student will investigate the fitness industry and identify effective small business operations. Fundamental business principles of daily management of facilities and programs, management of personal finances, and marketing strategies will be explored. Practical experience will involve conducting basic market research and the development of a business plan. Facility tours and guest lecturers will enhance learning experiences.

Consolidating Placement and Career Prep (FIT224) (13 credits)

This course is the consolidating practicum and career development course for the Fitness and Health Promotion program. This course is designed to prepare students for entry into the fitness and health promotion industry. Emphasis is placed on strengthening resume writing, interviewing and employability skills. General professional issues will also be reviewed and discussed. Plans for ongoing personal and professional growth and development will be examined and the student will clarify their own professional philosophy and role in the health, fitness and well-being field of practice. Students will also be placed in a community setting for 100 hours where, under supervision, they will carry out duties as defined by the student, the agency supervisor and the program faculty.

Gerontology - Multidiscipline

Section B.125
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (3041)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Gerontology Certificate Program provides students with the knowledge and skills for not only understanding, but also successfully working with and on behalf of older clients.

Emphasis is on services for elders using a holistic, quality-focused and inter-professional approach aimed at reaching safe and optimal level of functioning. In addition, students will be provided the skill set to become leaders as elder-advocates.

PROGRAM OUTCOMES

1. Comply with legislation and regulations governing professional practice within the Canadian health care system.
2. Apply an evidence based perspective to inform current interventions, senior care plans; programs or services.
3. Consider the availability and effectiveness of community resources and referrals to plan, navigate and advocate for senior care.
4. Analyze the strengths and needs of seniors independently or with an interprofessional team to plan, implement and evaluate programs.
5. Assess the communicative, mental, physical, emotional and social health of older adults to promote healthy aging.
6. Communicate effectively to promote person and family centered care and strengthen interprofessional collaborative practice.
7. Appraise the important role of the elder-advocate who works pro-actively as an individual or in interprofessional teams and the impact they have on elderly clients` healthy aging.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma or Degree or equivalent, preferably in a health care or social work field, OR an acceptable combination of related work experience and post secondary education (as determined by the College).

(Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.)

CAREER PATHS

Job opportunities will depend on the educational background prior to specializing in Gerontology with this certificate and include: Retirement Homes; Senior Centres; Home Care; Long Term Care Facilities; Hospitals; Community Organizations; and Non-Profit Agencies.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element. Tuition will not be refunded if access to clinical placement is denied.

CLINICAL REQUIREMENTS:

- WHMIS
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting
- IMMUNIZATIONS
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- Gerontology - Multidiscipline (3041) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: Jennifer.Williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre.

All other requirements (WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and

Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

N95 Mask Fit Test - is offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

2 Step TB Skin Test or TB blood test or Clear Chest X-Ray

1. Annual 1 Step TB Test (as needed)
2. Measles/Mumps/Rubella
3. Tetanus/Diphtheria (within 10 years)
4. Chicken Pox (documented proof of immunity)
5. Hepatitis B (recommended)
6. Influenza Vaccine (October/November)
7. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Criminal Record Check Level 3 Police Vulnerable Sector Check (PVSC):

For your program, a **Level 3 Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

OTHER INFORMATION

September, January, and May intakes are available for this program. Please contact the Registrar's Office for further information.

For more information, contact Program Coordinator Lyndsay Suurna at 705-759-2554 ext. 2673 or via email at lyndsay.suurna@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

GER131-3 Introduction to Gerontology
GER132-3 Physical Health of the Elderly Person
GER133-3 Mental Health of the Elderly Person
GER134-3 Relational Practice
HCA111-3 Communications for Healthcare Professionals

SEMESTER 2

GER231-3 Spirituality and End-of-Life Issues
GER232-3 Being and Elder-Advocate: Gerontological Social Action
GER233-3 Complimentary Approaches for Elder Comfort
GER234-3 Rehabilitation and Restorative Care
GER235-3 Proposal Writing and Research

Course Descriptions

Semester 1

Introduction to Gerontology (GER131) (3 credits)

In this course students will discuss a variety of definitions and concepts related to aging from a variety of inter-professional perspectives. Because today's elders have a longer lifespan than ever before, such factors as health, housing, transportation, employment, finances, family and community support systems become important planning issues when working with older persons. These factors and others will be examined in this introductory course in gerontology.

Physical Health of the Elderly Person (GER132) (3 credits)

Students will explore the meaning of health to the elderly person. They will learn basic assessments from a holistic perspective, including physical, emotional, social, environmental, and communication. They will study the physiology of aging, health promotion, disease prevention, risk reduction, and basics about the most common complex health challenges of the elderly.

Mental Health of the Elderly Person (GER133) (3 credits)

In this course students will explore mental health and illness disorders which are either more common in the elderly or have continued to develop in the elderly over time. Various cognition issues including different types of dementia will be studied, and appropriate interventions and care options will be explored. Student will have an opportunity to gain a certificate in the Gentle Persuasive Approach (GPA) to address dementia behaviors.

Relational Practice (GER134) (3 credits)

Relational Practice emphasizes competencies in communication with clients and inter-professional interactions. The concepts of caring and empathy are foundational in communication with clients in a therapeutic relationship. Critical thinking is another important skill to be mastered within communication. Students will also learn how different concepts affect communication, such as: culture, cultural humility, authenticity, respect, curiosity, and ethics. Reflexive practice is exercised during this class. A 30-hour clinical experience will provide opportunities for students to apply their knowledge communication. The intention of this course is for students to be active learners by relating course concepts to practice. Learners will have opportunities to develop caring relationships as they engage with the elderly in community settings.

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Semester 2

Spirituality and End-of-Life Issues (GER231) (3 credits)

This course will concentrate on End-of-Life issues using the lens of different concepts such as: family, culture, spirituality, death, dying, grief, and quality of life. The ethical care of the dying will be studied from a holistic perspective. Learners will gain an understanding of the resources and options available to clients.

Being and Elder-Advocate: Gerontological Social Action (GER232) (3 credits)

In this course, students will study the ethical, legal, cultural, medical, and social issues of elders and relate content to practice. Students will learn strategies to be a positive advocate for older individuals and/or groups. A 30-hour clinical experience will provide active learning opportunities to apply knowledge of elder advocacy and social action via the development of a program plan to invoke positive change to benefit older persons.

Complimentary Approaches for Elder Comfort (GER233) (3 credits)

In this course, students will learn the basics of elder comfort, and will discuss how to integrate complementary therapies into the elder care plan to improve the comfort as a quality-of-life measure for the elderly persons.

Rehabilitation and Restorative Care (GER234) (3 credits)

Learners will focus on the elements of restorative care for clients in the community or long term care facilities. They will understand the need to design, implement, and evaluate programs which are meant to return clients to the highest level of functionality possible.

Proposal Writing and Research (GER235) (3 credits)

In this course students will learn how to write research proposals to request funding for new programming to benefit older persons. In addition to recognizing the importance of obtaining required evidence to support funding requests, students will also look at how evidence-based research can be used to strengthen the body of knowledge on aging.

Health Care Leadership - Canadian Context (Toronto)

Section B.126
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5985)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Please note that the Health Care Leadership - Canadian Context program is currently only available for delivery at our Toronto Campus.

This Ontario College Graduate Certificate has been designed for those who currently have a degree or diploma and wish to continue their education in Health Care Leadership. It is preferable if the previous education is in health care and the person has experience working in the health care field. This program is specifically designed to support students transitioning into the Canadian environment. Students of this program will develop professional leadership skills, project management skills, and quality management skills to support health care operations using a culturally competent approach. Students will learn patient and family care theories and patient safety to ensure quality health care operations within health care organizations in Canada. This program includes an Internship in the fourth semester, giving students the opportunity to exercise their learning and gain Canadian work experiences in a health care leadership role. Graduates of this program will have gained administrative and leadership skills preparing them for leadership roles in a variety of health care settings.

PROGRAM OUTCOMES

1. Communicate effectively and appropriately with patients, families, and members of both the health care and administrative teams to maintain a wholly interactive environment.
2. Practice and support evidence informed decision making, using critical thinking skills and best leadership practices to lead sustainable health care operations.
3. Practice within the legal, ethical and professional scope of practice of a leader in Ontario's health care system to maintain the integrity of the health care organization.
4. Address the needs of a diverse patient population using best practices to ensure progressive and positive processes within a health care facility.
5. Utilize progressive, professional leadership concepts with a culturally competent approach to achieve organizational and health system goals within an interprofessional health care team.
6. Apply accounting and financial principles to support the management and operations of an organization.
7. Utilize health care technology and informatics for the benefit of the patients and support of the institution.

8. Outline strategies to manage risks in the business activities of a health care organization to obtain a sustainable organization.
9. Develop and maintain ongoing personal and professional development to improve work performance in health care leadership.
10. Apply patient and family quality care theories and core concepts of patient safety into current practices to achieve enhanced patient outcomes and positive experiences in the health care setting.
11. Apply principles of operational planning, project management, and quality management to support health care operations.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent.

It is preferred that students have an educational background in a health-related field, or an acceptable combination of related work experience and post-secondary education (as determined by the College).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals
HCA112-3 Health Informatics
HCA113-3 Policy in Health Care
HCA114-3 Leadership in Health Care Administration
HCA115-3 Ethics in Health Care Administration
HCA116-3 Financial Processes for Health Care Facilities

SEMESTER 2

HCA117-3 Managing in a Health Care Setting
HCA118-3 Innovation in Health Care
HCA119-3 Legal Aspects of Health Care Administration
HCA125-3 Critical Thinking & Evidence Informed Practices
HCA126-3 Health Care Operations
HCL202-3 Cultural Competence for Health Care Professional

SEMESTER 3

HCL101-3 Patient and Family Centered Care

HCL102-3 Patient Safety
HCL201-3 Leadership Communication, Collaboration and Relationships
HCL203-3 Project Leadership in Health Care
HCL301-3 Job Search and Success
HCL302-3 Group Capstone for Health Care Leadership

SEMESTER 4

HCL401-12 Health Care Leadership Internship

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Health Informatics (HCA112) (3 credits)

This course introduces students to the field of health informatics with an emphasis on data-driven decision-making in health care leadership and administration. Students will examine the evolution of health information systems and emerging technologies such as artificial intelligence (AI) that support clinical, operational, and policy development. A significant focus is placed on population health, data governance, and analytics as tools to improve health outcomes and resource allocation. As part of the course, students will develop a population health profile using relevant data sources to inform planning and decision-making within a health care or community context.

Policy in Health Care (HCA113) (3 credits)

This course explores the Canadian health care system through the lenses of history, law, economics, politics, ethics, and social values. Students will examine how health policy is developed, implemented, and evaluated, as well as the key drivers influencing change in health systems. Emphasis is placed on understanding current issues, policy debates, and the impact of policy on access, utilization, equity, and health outcomes. Comparative analysis with other international systems will support students in developing a critical perspective on health system performance and reform. Students will also learn how health care leaders can engage in and influence policy development.

Leadership in Health Care Administration (HCA114) (3 credits)

This course introduces students to key frameworks, behaviours, and practices in healthcare leadership. Emphasis is placed on the LEADS in a Caring Environment Framework, a nationally recognized model that supports leadership development across all levels of the health system. Students will examine and compare foundational and contemporary leadership theories, explore strategies to lead self, engage others, achieve results, develop coalitions, and contribute to system transformation. Through self-reflection and applied learning, students will articulate a personal leadership philosophy and develop a professional growth plan that aligns with their values, strengths, and career goals in health care leadership.

Ethics in Health Care Administration (HCA115) (3 credits)

This course examines foundational principles, frameworks, and models of ethical decision-making relevant to health care administrators. Students will explore the intersection of ethics, leadership, and governance by analyzing real-world dilemmas and current events through the lens of professional standards and organizational responsibilities. Topics include consent and capacity, resource allocation, provider-patient relationships, medical assistance in dying, reproduction, contested therapies, and emerging technologies. Emphasis is placed on the operational and strategic implications of ethical decision-making, and how ethical missteps can impact organizational integrity and public trust.

Financial Processes for Health Care Facilities (HCA116) (3 credits)

This course provides students with an introduction to basic accounting and budgeting principles. Students will explore the financial environment of Ontario's health care system, including funding models and cost drivers. Emphasis is placed on interpreting financial data, assessing variance, and applying financial insights to inform operational and strategic decisions. While students will gain a foundational understanding of budgeting and financial statements, the primary focus is on using financial information to support effective leadership, decision-making, and accountability in health care organizations.

Semester 2

Managing in a Health Care Setting (HCA117) (3 credits)

This course explores contemporary trends in managing human resources within health care settings. Students will develop the knowledge and skills needed to effectively lead teams, support a positive organizational culture, and navigate the legal and regulatory frameworks governing employment in Ontario. Emphasis is placed on employment standards, occupational health and safety, and human resources leadership. Core topics include workforce planning, recruitment and retention, performance management, and labour relations in unionized environments. Through practical application and critical reflection, students will learn how human resource practices influence quality of care, staff engagement, and organizational performance.

Innovation in Health Care (HCA118) (3 credits)

This course prepares students to lead transformation initiatives in health care. Grounded in the Systems Transformation dimension of the LEADS Framework, students will examine change leadership models, quality improvement methods, and innovation strategies that are human-centered, evidence-informed, and aligned with health system priorities. The course integrates Appreciative Inquiry to leverage organizational strengths, IDEO design principles to support creative problem-solving, and artificial intelligence (AI) as a tool for data-informed decision-making. Emphasis is placed on applying change theory and developing scalable, sustainable solutions that advance quality and system performance.

Legal Aspects of Health Care Administration (HCA119) (3 credits)

This course introduces students to the legal and regulatory frameworks governing health care in Ontario, with a focus on their impact on organizational governance, professional practice, and health care policy.

Students will develop foundational legal knowledge and apply critical thinking to navigate and resolve complex legal issues unique to health care settings. Through case studies and applied exercises, students will learn to identify actual and potential legal risks, interpret and comply with relevant legislation, and implement risk prevention and management strategies to support due diligence and accountability.

Critical Thinking & Evidence Informed Practices (HCA125) (3 credits)

This course introduces students to foundational research methods and critical thinking skills essential for evidence-informed leadership in health care administration/leadership. Students will locate, evaluate, and apply credible evidence to support decision-making in complex health care settings. Emphasis is placed on understanding the research process, integrating multiple sources of evidence, and practicing ethical research conduct. Students will also explore the role of artificial intelligence (AI), knowledge mobilization strategies, and basic principles of data collection and analysis. As a foundation for the Capstone project, this course equips students with the skills to develop research questions, evaluate evidence, and apply appropriate research tools to investigate real-world health system challenges.

Health Care Operations (HCA126) (3 credits)

This course equips students with the tools and frameworks needed to plan, manage, and optimize operations within health care organizations. Emphasizing data-informed decision-making, project management, and LEAN principles, students will explore strategies to improve patient flow, scheduling, resource utilization, and risk mitigation. Learners will apply practical tools such as work breakdown structures (WBS), Gantt charts, process mapping, workflow analysis, and health analytics to solve operational challenges. The course focuses on enhancing system performance, promoting continuous improvement, and increasing operational efficiency in dynamic health care environments.

Cultural Competence for Health Care Professional (HCL202) (3 credits)

This course examines how cultural competence and cultural safety contribute to equity, inclusion, and quality in Canadian healthcare. Students will critically analyze how culture, identity, and systemic factors shape health beliefs, access, and experiences. Emphasis is placed on reflective practice, organizational culture, and strategies to address structural barriers and promote culturally responsive care. Through this lens, learners will evaluate policy frameworks, health equity strategies, and tools to support inclusive care and organizational transformation.

Semester 3

Patient and Family Centered Care (HCL101) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Patient Safety (HCL102) (3 credits)

In this course, students will examine the principles and practices of quality improvement, patient safety,

and risk management within Canadian healthcare systems. Using a systems thinking lens, learners will evaluate frameworks that foster a culture of safety, support evidence-informed decision-making, and advance organizational reliability. Emphasis is placed on the role of corporate culture, accreditation, and professional regulation in promoting safety. Through case studies and applied tools, students will analyze safety incidents, interpret quality indicators, and design improvement initiatives that address human factors, system vulnerabilities, and organizational learning.

Leadership Communication, Collaboration and Relationships (HCL201) (3 credits)

Collaborative communication is a foundational skill for effective leadership, high-performing teams, and organizational outcomes. This course offers students an experiential approach to understanding and engaging in collaborative practice. Through interactive learning activities students will explore and apply diverse models of collaboration to develop inclusive, trust-based, and action-oriented team environments. Students will examine how to create the conditions necessary for authentic collaboration, navigate complexity, and harness diverse perspectives to generate insight and innovation. They will also engage with contemporary frameworks to address workplace challenges and experiment with creative methods for team engagement beyond conventional approaches.

Project Leadership in Health Care (HCL203) (3 credits)

This course provides learners with a comprehensive introduction to project management in the healthcare sector. Emphasis is placed on best practice standards and core project management knowledge areas, including scope definition, planning, communication, human resource management, risk mitigation, and procurement. Students will explore recognized frameworks such as PMBOK, with a focus on leading projects that improve clinical, operational, and financial outcomes. Through interactive discussions, case studies, and applied exercises, learners will gain hands-on experience in planning, executing, monitoring, and closing healthcare-related projects while developing the leadership skills needed to engage sponsors, guide teams, and influence key decision-makers across complex health systems.

Job Search and Success (HCL301) (3 credits)

This course is designed to prepare students for a successful job search and integration into the Canadian workplace. Learners will engage in self-reflection to identify their strengths and goals, and will develop practical skills in resume and cover letter writing, online job searching, and leveraging social media. The course also emphasizes behavioural-based interview techniques and strategies for presenting oneself effectively in a professional setting. Topics such as workplace safety, professional conduct, and responding to harassment and discrimination are explored to support long-term career success and well-being.

Group Capstone for Health Care Leadership (HCL302) (3 credits)

The Capstone course provides a culminating opportunity for learners to integrate and apply their knowledge of health care leadership through the completion of an applied research project. Students will produce a comprehensive project report and deliver a professional poster presentation on a topic relevant to health care leadership. Depending on the project's focus, learners may employ quantitative, qualitative, or mixed-methods research approaches. Throughout the course, students will receive mentorship and structured support to guide them through each stage of the project. In addition to their research work, students will engage in critical self-reflection and evaluate their individual contributions, professional growth, and collaborative competencies.

Semester 4

Health Care Leadership Internship (HCL401) (12 credits)

This 14-week internship course provides students with an immersive, real-world work experience in a healthcare leadership setting. In addition to the placement, students will participate in a weekly, instructor-led two-hour seminar designed to support their professional growth and success throughout the internship. Students will track their progress using a structured Skills Passbook, which includes documentation completed both by the placement supervisor and during the seminar sessions. Learners will establish individualized learning goals aligned with their placement context and will engage in ongoing reflection to assess and strengthen their leadership competencies and professional performance.

Internationally Educated Nurses - Nursing in Canada

Section B.127
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (3049)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The first intake of this program will begin in January 2026.

This two-year graduate certificate program is for experienced internationally educated nurses holding a four-year bachelor's degree in nursing, who wish to practice in Canada.

The program will support you in acquiring essential nursing knowledge and skills required to practice within the Canadian healthcare system. You will learn from experienced nursing faculty in active learning environments such as state-of-the-art nursing laboratories and immersive simulation suites.

Emphasis is placed on the development of professional practices including nursing assessment, intervention, care planning, critical inquiry, and evidence-informed decision making.

The program is developed based on the College of Nurses of Ontario professional standards and entry to practice competencies for Registered Nurses. Learning of Canadian nursing practices will occur through a variety of theoretical and practical evaluation methodologies.

This program provides you with extensive hands-on clinical experience, including over 400 placement hours. You will apply theory to practice during field placement in diverse healthcare settings including long-term care and acute care.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Bachelor's degree in nursing or equivalent and registration as a Registered Nurse in the applicant's country of nursing education. Applicants must demonstrate English proficiency.

Sault College accepts the TOEFL iBT, or IELTS, or equivalent test to satisfy our English admission requirements.

Minimum test scores required for:

- TOEFL iBT is 94
- IELTS overall band of 6.5

CAREER PATHS

Graduates, who have successfully passed the National Council Licensure Examination (NCLEX-RN) to join the College of Nurses of Ontario, may gain employment as a Registered Nurse (2016 NOC 3012 and 2021 NOC 31301).

Registered Nurses provide direct nursing care to patients, deliver health education programs and provide consultative services regarding issues relevant to the practice of nursing. Nurses are employed in a variety of settings; including hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, community agencies, companies, private homes and public and private organizations or they may be self-employed.

As efforts are being made to expand home and community care and enhance inter-professional primary care organizations, job opportunities for this occupation in community care settings will rise. The demand for healthcare is expected to grow as the proportion of seniors in Ontario is projected to increase.

Tuition and Ancillary Fees - First Year of study

Full-time international tuition and ancillary fees for the January 2026 intake:

- International - Tuition - \$16,202.30* Cdn
- International - Ancillary - \$1820.65* Cdn

* These fees are for one year of study (2 semesters) in Program 3049 beginning in Winter 2026 (Semester 1) and Summer 2026 (Semester 2) for the 2025-2026 academic year and are subject to change.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
N/A	N/A	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element. Tuition will not be refunded if access to clinical placement is denied.

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED**, must be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting
- **POLICE VULNERABLE SECTOR CHECK (VSC)** with **Negative** results or equivalent (annually) - Please do not obtain this until asked by Program Coordinator. If a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca

IMMUNIZATIONS

Complete required immunizations prior to the first semester of the program and submit official records,

along with the College Health Form, to the Sault College Health Centre -anne.erechook@saultcollege.ca

Health & Community Services Programs Immunization and Health Record Form will be available on LMS and in welcome email, to be submitted with the following:

- 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
- 1 Step TB Skin Test annually OR as needed
- Measles/Mumps/Rubella Series
- Tetanus every 10 years
- Varicella OR MMRV OR documented blood test/titre
- Hepatitis B series
- Influenza - October/November annually
- Covid-19; 2 doses

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Placement Requirements are due as indicated:

- Internationally Educated Nurses - Nursing in Canada (3049) - Due Date - 8th week of first semester

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre. All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet

the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC):

For your program, a **Level 3 Police Vulnerable Sector Check (VSC)** is required.

- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR CHECK
- Must be completed through local or Provincial Police; 3rd party online background checks are NOT acceptable
- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Dean to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Check and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

EDUCATIONAL PATHS

Graduates of nursing Bachelor programs will complete this program to gain valuable experience through the field placements, getting better prepared to write the College of Nurses examination for their entry to practice.

After program completion and based on their prior education, graduates might be eligible to continue with specialized graduate level studies.

OTHER INFORMATION

Program College Contact: Liz Ubaldi, liz.ubaldi@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

IEN100-3 Transition to Healthcare in Canada
IEN101-3 Canadian Nursing Fundamentals
IEN102-3 Health Assessment
IEN105-4 Nursing Skills Lab I
IEN106-3 Clinical Practice Preparation
IEN111-3 Academic Writing

SEMESTER 2

IEN200-3 Nursing Leadership & Ethical Issues in Canada
IEN201-3 Community Health
IEN203-3 Pharmacology in Canada I
IEN204-3 Medical Surgical Nursing in Canada I
IEN205-3 Nursing Skills Lab II
IEN206-6 Clinical I

SEMESTER 3

IEN301-3 Nursing Across the Lifespan in Canada
IEN302-2 Mental Health Nursing in Canada
IEN303-3 Pharmacology in Canada II
IEN304-3 Medical Surgical Nursing in Canada II
IEN305-2 Simulation Lab
IEN306-5 Clinical II

SEMESTER 4

IEN410-20 IEN Consolidation

Course Descriptions

Semester 1

Transition to Healthcare in Canada (IEN100) (3 credits)

This course transitions the Internationally Educated Nurse to the profession of Nursing in Canada. It

includes the Canadian health care system, the regulation of the nursing profession, the nursing process, and the role of nursing within the interprofessional team are discussed.

Canadian Nursing Fundamentals (IEN101) (3 credits)

This course introduces the concept of health in nursing. Opportunities are provided to apply the nursing process in multiple Canadian contexts with an emphasis on safe and ethical care with a variety of clients. Learners are required to integrate concurrent learning.

Health Assessment (IEN102) (3 credits)

This course will provide learners with the basic principles and components of a holistic nursing assessment. Learners will gain knowledge and skills in communication, interviewing, and assessment of the physical and mental status of individuals. Learners will identify normal and abnormal assessment findings. Learners will safely demonstrate their skills in the lab setting and are required to integrate new and prior learning.

Nursing Skills Lab I (IEN105) (4 credits)

Nursing knowledge and skills are the basis of this lab experience. Learners will have a lecture to review the rationale for basic nursing skills followed by the opportunity to apply the nursing process to scenarios in the lab and in simulations. Using clinical judgement and critical thinking skills in different scenarios in the lab will provide learners with increased confidence in preparation for placement.

Clinical Practice Preparation (IEN106) (3 credits)

This course focuses on processes to obtain clinical requirements essential for clinical placements. Throughout this course learners will complete mandatory educational modules specific to agency placements. Expectations for preparatory and weekly clinical work will also be included.

Academic Writing (IEN111) (3 credits)

This course is an introduction to professional relationships in nursing with a focus on reflection through self-awareness, relational communication, and professional writing skills.

Semester 2

Nursing Leadership & Ethical Issues in Canada (IEN200) (3 credits)

This course focuses on multifaceted issues inherent in the delivery of nursing care from a Canadian perspective. Opportunities are provided for learners to examine moral, professional, ethical, and legal nursing knowledge in relation to current practice. Learners are required to integrate new and prior learning.

Community Health (IEN201) (3 credits)

Learners will examine different strategies to address specific community needs. Learners will have opportunities to apply community leadership skills to practice. The promotion, restoration, and maintenance of health for community dwelling individuals and families are stressed.

Pharmacology in Canada I (IEN203) (3 credits)

The focus of this course is to review and update pharmacological knowledge, interventions, and medication administration. Learners will be building on and applying previous pathology knowledge throughout the course. Learners will study the different categories of medications, their actions, uses, adverse reactions, and nursing implications. This course will also provide an overview of complementary therapies.

Medical Surgical Nursing in Canada I (IEN204) (3 credits)

This course focuses on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase self-directedness, and participate in delivery of comprehensive care of patients. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Nursing Skills Lab II (IEN205) (3 credits)

This lab builds on previously learned nursing skills. It continues to focus on experiences with complex health challenges from a foundational perspective. Learners will have a lecture to review the rationale for the nursing skills followed by the opportunity to apply the nursing process to scenarios in the lab and in simulations. Using clinical judgement and critical thinking skills in different scenarios in the lab will provide learners with increased confidence in preparation for placement.

Clinical I (IEN206) (6 credits)

In this practicum course, learners are placed in the long-term care clinical setting to provide care and will be supervised by a nurse who is registered in Ontario with the College of Nurses. Knowledge from previous nursing education, as well as other courses during this program will be applied in the practice setting. This clinical experience will help prepare the internationally educated nurse in their transition into the role of a Registered Nurse in Canada.

Semester 3

Nursing Across the Lifespan in Canada (IEN301) (3 credits)

The course exposes the learner to health promotions and health problems affecting all life stages from infancy to older adulthood, including pediatrics, maternity, and palliative care. The impact of various common health problems at different stages of the life cycle and their functional outcomes in terms of morbidity, mortality, psychological wellbeing, reproduction, and growth will be highlighted.

Mental Health Nursing in Canada (IEN302) (2 credits)

This course is designed to facilitate the development of knowledge related to the care of individuals, families, and groups experiencing acute and chronic alterations in mental health in Canada. Issues experienced from mental health and illness throughout the lifespan will be explored as well as mental status assessment, pharmacotherapeutics, and the use of therapeutic communication skills as interventions. Learners are required to integrate their knowledge and skills into their clinical practice.

Pharmacology in Canada II (IEN303) (3 credits)

In this course, learners will continue to review and update pharmacological knowledge, interventions, and medication administration. Students will be building on and applying previous pathology knowledge throughout the course. Learners will study the different categories of medications, their actions, uses, adverse reactions, and nursing implications. This course will also provide an overview of complementary therapies.

Medical Surgical Nursing in Canada II (IEN304) (3 credits)

This course continues to focus on experiences with complex health challenges from a foundational perspective. Opportunities are provided to apply the nursing process, demonstrate pattern recognition, increase self-directedness, and participate in delivery of comprehensive care of patients. Learners are required to integrate their knowledge and skills safely into their clinical practice.

Simulation Lab (IEN305) (2 credits)

This course will give learners the opportunity to practice physical examination and health assessments of the many systems of the human body, in detail. Each module of the course will review the pathological processes of various illnesses that involve each body system. Learners will practice deciphering corresponding diagnostic tests, health assessments, medical treatments, and nursing interventions in a laboratory environment.

Clinical II (IEN306) (5 credits)

In this practicum course, learners are placed in the acute care clinical setting to provide care and will be supervised by a nurse who is registered in Ontario with the College of Nurses. Knowledge from previous nursing education, as well as other courses during this program will be applied in the practice setting. This clinical experience will help prepare the internationally educated nurse in their transition into the role of a Registered Nurse in Canada.

Semester 4**IEN Consolidation (IEN410) (20 credits)**

This course focuses on the critical integration of theoretical, empirical, ethical, and professional knowledge. Opportunities are provided to demonstrate competent, safe, ethical, and evidence-informed practice as learners transition toward the role of a Registered Nurse in Canada.

Occupational Therapist Assistant and Physiotherapist Assistant

Section B.128
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (3022)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Occupational Therapist Assistant and Physiotherapist Assistant (OTA & PTA) program will prepare you to help people with illness, injury or disability increase their independence and overcome challenges of daily life.

Through a combination of theoretical and practical learning in the classroom, laboratory, and field placements you will gain the core skills and hands-on experience to meet the demands of an occupational therapy assistant and/or physiotherapist assistant.

Program highlights include:

- Learning to assist individuals to regain or maintain independent function and mobility
- Participating in exciting fieldwork activities beginning in the first semester and gaining valuable clinical skills from experienced clinicians in a variety of work settings
- Experiencing student-centered learning in class and in small labs, with professors who are also clinicians in the field
- An on-site physiotherapy clinic that provides assessment and treatment while offering students fieldwork placements
- Opportunities to further your education and pursue a degree by transferring to partnering universities

Once you complete the Occupational Therapist Assistant and Physiotherapist Assistant program, you'll have the knowledge and skills to work alongside registered occupational therapists and physiotherapists to provide a vital healthcare service and improve people's quality of life.

Interested in continuing your education and earning your degree? We've got you covered! We have pathways to a degree opportunities available, where you can complete your diploma here in two years, and then move on to Lakehead University to complete your Honours Bachelor of Kinesiology. It's easy and it's awesome!

You were meant to help those in need. And we think that's so cool! Get started at Sault College.

With this program, you'll help others develop skills and perform exercises that will both help strengthen and encourage your clients as they recover from an injury or accident or overcome a challenge.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Biology (SBI3C), or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

While you consider this program, we encourage you to explore the fields of Physiotherapy and Occupational Therapy with professionals in the field, and where possible, volunteer in a setting where these services are provided.

In addition to admission requirements (English and Biology), the Ontario high school course **Intro to Kinesiology (PSK4U)** is recommended as an excellent preparatory course.

Mature students who are in need of upgrading, are advised to take an equivalent to Grade 11 Biology and Grade 12 English. The Academic and Career Entrance (ACE) program is offered at Sault College at no tuition cost.

Students in the Occupational Therapist Assistant and Physiotherapist Assistant program should be in good physical and mental health. Students should demonstrate reliability, accountability, self-direction and good interpersonal communication skills. Any prospective students with concerns regarding their ability to meet the functional demands of the program are advised to discuss this with the program coordinator and their physician.

CAREER PATHS

As a graduate, you may work as an Occupational Therapist Assistant, Physiotherapist Assistant and/or a Rehab Assistant in a variety of settings including: Acute Care Hospitals, Rehabilitation Hospitals, Children's Rehabilitation Centers, Community Care (Home Care), Convalescent Care Facilities, Private Physiotherapy Clinics, Occupational Therapy Centers, Disability Management Services and Long Term Care Facilities.

In addition graduates have applied their knowledge and skills in other settings including: Health and Rehabilitation Equipment Vendors, Equipment Repairs, Chiropractic Clinics, Consumer Organizations (for example, Brain Injury Association, Arthritis Society of Canada, March of Dimes) and the Alzheimer's Society.

Graduates of the program may be eligible to pursue further education at Algoma University, Lake Superior State University, Laurentian University, and University of Northampton. All graduates are subject to the transfer and entrance requirements set out by each post-secondary institution.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Dress Code for Fieldwork

As a student in the Occupational Therapist Assistant and Physiotherapist Assistant Program at Sault College, you will develop a professional image and professional behaviours for fieldwork placements. Presenting oneself as a professional is expected by the public served, by the facilities which provide

fieldwork opportunities and by the Occupational Therapists and Physiotherapists who will supervise you.

When on fieldwork assignments you will wear school uniforms, which consist of Scrubs with Name and Logo.

Detailed information regarding the purchase and use of the uniform will be provided in class in September, Semester One.

Footwear must consist of casual or athletic shoes (closed heel and toe, non-skid soles).

CLINICAL/LAB OR FIELD PLACEMENTS

Students will participate in **field placement during all four semesters of the program**. In the latter part of semester four, you will complete fieldwork hours on a full-time basis for at least 6-10 weeks, gaining valuable work experience and employment references. **Students should be prepared to travel outside of Sault Ste. Marie in order to complete the required fieldwork placement in the fourth semester.** Students should plan financially for these placements, as any expenses related to out of town travel and accommodations during fieldwork will be the responsibility of each student.

In order for students to be eligible to complete field placement, which is a mandatory component of education, specific placement requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which field placement is an element. Tuition will not be refunded if access to clinical placement is denied.

PLACEMENT REQUIREMENTS:

- STANDARD FIRST AID
- CPR – Level C (annually) with AED, no online courses are permitted
- WHMIS
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting
- IMMUNIZATIONS
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- OTA/PTA (3022) - Year 1 - Due Date - 8th week of first semester
- OTA/PTA (3022) - Year 2 - Due Date - As Communicated

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

Immunizations

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

- 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray
- Annual 1 Step TB Test (as needed)
- Measles/Mumps/Rubella
- Tetanus/Diphtheria (within 10 years)
- Chicken Pox (documented proof of immunity)
- Hepatitis B
- Influenza Vaccine (October/November)
- COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - C, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC):

For your program, a **Level 3 Vulnerable Sector Check (VSC) is required.**

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre.

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

OTHER INFORMATION

Program College Contact: Andrea Sicoli, andrea.sicoli@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
OPA101-3 Fitness & Wellness: Principles and Applications
OPA116-2 Fieldwork Practicum I
OPA119-4 Functional Anatomy
OPA120-3 Human Movement I
OPA121-2 Interpersonal Skills in Health Care I
PNG111-3 Anatomy and Physiology I

SEMESTER 2

OPA109-3 Physical Agents
OPA110-3 Physiotherapy Clinical Skills I
OPA122-2 Human Movement II
OPA123-3 Occupational Therapy Clinical Skills I
OPA124-3 Clinical Pathology
OPA131-5 Fieldwork Practicum II
PNG121-3 Anatomy and Physiology II
SSC110-3 Introduction to Indigenous Canada

SEMESTER 3

OPA203-3 Physiotherapy Clinical Skills II
OPA204-3 Occupational Therapy Clinical Skills II
OPA214-3 Mental Health Conditions & Psychosocial Issues
OPA217-5 Fieldwork Practicum III
OPA219-2 Interpersonal Skills in Health Care II
GEN100-3 Global Citizenship

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 4

OPA208-6 Clinical Case Studies
OPA211-1 Professional Topics in Rehabilitation
OPA226-10 Fieldwork Practicum IV
OPA227-10 Fieldwork Practicum V

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Fitness & Wellness: Principles and Applications (OPA101) (3 credits)

This course considers the impact of the determinants of health on the well-being of individuals. Topics include, but are not limited to dimensions of wellness, positive lifestyle choices, self-management and behaviour change techniques, exercise prescription, fitness training methods, nutrition, injury prevention, mental health and stress reduction. Through participation in hands-on learning experiences, the student gains the knowledge and skills necessary to make positive lifestyle changes for themselves and others. The student will gain knowledge and skill in the application of techniques relevant to lifelong health and wellness.

Fieldwork Practicum I (OPA116) (2 credits)

This course will prepare the student for success in fieldwork placements which are an essential part of their clinical education in the OTA and PTA program. The student will be encouraged and guided towards the

expectations of professionalism and competence as an OTA/PTA. The student will become familiar with different health care facilities as they prepare for their role as a student during clinical fieldwork placements.

Functional Anatomy (OPA119) (4 credits)

This course introduces students to the foundational structure and function of the musculoskeletal system. Students will examine the major types of bones, muscles, and joints, exploring how each contributes to movement and physical function. Emphasis is placed on understanding anatomical terminology, identifying key skeletal and muscular structures, classifying joints and describing joint motions. Laboratory sessions provide hands-on experience through the use of anatomical models and surface anatomy on a partner, reinforcing theoretical knowledge with practical application.

Human Movement I (OPA120) (3 credits)

This course will provide the students with a foundation in the principles of normal human movement. Essential terminology and concepts related to biomechanical, anatomical and physiological aspects of posture, balance and normal functional human movement will be explored. Normal growth and motor development and skill acquisition will be introduced.

Interpersonal Skills in Health Care I (OPA121) (2 credits)

This course offers students opportunities to enhance their self-awareness. Key determinants of behavior, including personality, attitudes, values, and beliefs will be explored. Emphasis will be placed on the significance of both verbal and non-verbal communication as essential interpersonal skills. Students will learn to recognize how stress impacts interpersonal interactions and will discuss effective strategies for managing stress to improve overall well-being. Through engaging discussions, role-playing exercises, and reflective activities, students will gain insights into the qualities that foster rapport and strengthen client-centered therapeutic relationships.

Anatomy and Physiology I (PNG111) (3 credits)

This course introduces the learner to the normal development, structures and functions of the human body. The learner will examine the physiological components of the human body, in order to obtain knowledge and understanding about how the structures and functions of the body are related.

Semester 2

Physical Agents (OPA109) (3 credits)

This purpose of this course is to provide the student with the opportunity to develop the ability required to safely and effectively apply therapeutic modalities used in physiotherapy and occupational therapy. The student will be expected to demonstrate competence in the areas of safety, patient and equipment set up and implementation of specific therapeutic modalities, as well as effective instruction, cuing and providing feedback of the client. The student will also be expected to demonstrate knowledge and accuracy regarding surface anatomy as it relates to the application of therapeutic modalities. The student will demonstrate the ability to perform aspects of documentation of the application of therapeutic modalities within the scope of the OTA and/or PTA.

Physiotherapy Clinical Skills I (OPA110) (3 credits)

The purpose of this course is to provide the student with the ability to perform basic skills performed by a Physiotherapist Assistant. The student is introduced to essential competencies related to handling skills, therapeutic exercise, measurement of joint motion, bed mobility, transfers and assistive ambulation. The student will be expected to demonstrate competence in areas of safety, guarding, handling skills, set up and fit of assistive devices, as well as effective instruction, cuing and providing feedback to the client.

Human Movement II (OPA122) (2 credits)

This course will consolidate and expand the student's knowledge base of functional anatomy and human movement. Students will focus on the musculoskeletal system as it relates to normal and abnormal human movement through the lifespan. The student will explore abnormal movement patterns, posture and gait, as well as underlying principles of soft tissue mobility. The course prepares the student for the clinical application of practice considerations of motor learning and skill acquisition.

Occupational Therapy Clinical Skills I (OPA123) (3 credits)

This course introduces the students to skills performed by an Occupational Therapist Assistant. The OT assessment process will be explored, including the role of the OT and OTA during the assessment, treatment planning, treatment implementation and discharge stages. Purposeful activity as a therapeutic intervention will be emphasized. Clinical management and treatment interventions of conditions commonly seen in Occupational Therapy will be explored. Students will understand training in Activities of Daily Living (ADL/IADL) and the use of assistive devices/adaptive equipment to facilitate and encourage safety and increased independence with functioning. The student will be expected to demonstrate competence in the areas of transfers and handling skills. Lab sessions will provide students with an opportunity to practice therapeutic interventions, remedial exercises and training in the use of compensatory aids/strategies. Effective communication during instruction and cuing and when providing feedback to the client will be expected.

Clinical Pathology (OPA124) (3 credits)

This course will review the important anatomy and physiology of the body systems related to conditions commonly seen in clinical presentation of common disabling conditions which are managed by Occupational Therapy and Physiotherapy. The conditions emphasized will be related to neurological, musculoskeletal and cardiorespiratory disorders. Evidence based research of other clinical conditions and rehab interventions will be practiced.

Fieldwork Practicum II (OPA131) (5 credits)

This course provides the student with their initial fieldwork experience where they practice demonstrating professional behaviours and communication skills required in the workplace. The student will gain experience with various client populations and conditions. Application of skills and concepts is at the discretion of the fieldwork supervisor and dependent on the nature of the fieldwork experience. Through a weekly seminar, the student will have a deeper understanding of the role of the OTA/PTA and their present role as a student OTA/PTA.

Anatomy and Physiology II (PNG121) (3 credits)

This course is a continuation of Anatomy and Physiology I and will further examine the relationship of body structures and their functions. Understanding of the remaining body systems will provide you with knowledge and understanding about how these systems work together to carry on complex functions within the human body.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Semester 3

Physiotherapy Clinical Skills II (OPA203) (3 credits)

This course prepares students to implement, monitor, and advance physiotherapy treatment plans under the supervision of a Registered Physiotherapist. Through the study of various clinical cases, students will build key competencies needed to safely and effectively support physiotherapists in practice. Lab sessions focus on developing the practical skills and clinical reasoning required to safely support physiotherapy interventions across a range of functional and therapeutic contexts.

Occupational Therapy Clinical Skills II (OPA204) (3 credits)

The purpose of this course is to provide the student with knowledge, skills and competencies required by an OTA. It prepares students to safely and effectively implement and monitor treatment plans under the supervision of a Registered Occupational Therapist. The emphasis will be on rehabilitation of musculoskeletal conditions, hand injuries and burns. The student will demonstrate safe handling, positioning and transfer techniques. Evaluation and intervention in the area of vocational rehab/return to work will be explored. Accessibility issues will be reviewed. The use of assistive devices, splints and assistive technology used to maximize independent function will be implemented during ADL/IADL training. In addition to joint range of motion and muscle strengthening, joint protection and work simplification will be applied.

Mental Health Conditions & Psychosocial Issues (OPA214) (3 credits)

The purpose of this course is to introduce the student to common mental health and psychological conditions and related psychosocial issues. Clinical presentation, medical intervention and rehabilitative strategies related to different diagnosis will be discussed, including the role of the OTA & PTA in providing therapeutic intervention in various settings. The student will become familiar with pediatric, adolescent, and adult conditions in OT or PT, either as a primary or secondary diagnosis and the impact the condition has on their daily functioning. Strategies to reduce stigmatization related to mental health will be discussed and promoted. Issues related to cultural sensitivity as well as diversity, equity and exclusion will be explored.

Fieldwork Practicum III (OPA217) (5 credits)

This course will prepare the student to become a skilled practitioner who supports the Registered Occupational Therapist and Physiotherapist in the provision of assigned services. Through participation in fieldwork placement, and reflection activities, the student will consolidate prior learning as well as acquire new knowledge and skills in the field. Opportunities will be provided in fieldwork placement for direct and indirect patient care skills and to develop high standards of professional behaviour. Students will begin to develop critical thinking and problem-solving skills to enhance their knowledge and clinical competence. A weekly seminar, facilitated by a registered OT or PT will provide reflective activities to promote a deeper understanding of the role of the OTA & PTA within the inter-professional health care team.

Interpersonal Skills in Health Care II (OPA219) (2 credits)

This course offers students opportunities to develop essential interpersonal skills needed to be an effective member of a collaborative health care team. Students will learn to integrate and apply valuable concepts from Interpersonal Skills in Health Care I. Emphasis will be placed on respecting diversity, fostering inclusion, and understanding the significance of cultural competence. Students will apply effective communication strategies for engaging with clients who have disabilities, along with techniques for managing conflict during challenging interactions with both clients and colleagues. Skills vital for successful individual and group interactions with clients will be explored, including leadership and advocacy skills. Through role-playing, reflective learning activities, and interactions during concurrent fieldwork placements, students will have opportunities to improve their confidence and skills in interpersonal

communication in health care.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Clinical Case Studies (OPA208) (6 credits)

This course will provide the student with the opportunity to integrate and consolidate the theory and practice of managing complex patient situations in a problem based learning environment. Various physical, cognitive, psycho-social and cultural issues will be explored. The student will utilize critical thinking skills required to determine a patient's needs in order to appropriately implement components of a treatment plan as prescribed by and under the supervision of an Occupational Therapist and/or a Physiotherapist. The importance of the interdisciplinary health care team will be explored.

Professional Topics in Rehabilitation (OPA211) (1 credits)

The purpose of this course is to enhance awareness and development of professionalism to prepare for competent entry into the field of rehabilitation. Included is a review of professional topics covered in the first three semesters with application to clinical fieldwork experiences and opportunities. The students will be expected to provide evidence and demonstrate professional behaviours such as dependability, accountability, initiative and organization. Professional issues such as the scope of practice, the use of title (OTA/PTA) and the role of the professional colleges and associations will be reviewed. In addition, the student will demonstrate and reflect on the importance of ethical standards and how individual and professional ethics impact professional behaviours and clinical reasoning skills. Resources and skills required for successful entry into the workplace will be explored, including effective cover letter and resume writing and interviewing skills.

Fieldwork Practicum IV (OPA226) (10 credits)

This course will provide the student with a Physiotherapy fieldwork placement which is required as partial fulfillment of the OTA/PTA Diploma. During fieldwork placement, the student will consolidate prior learning, under the supervision of a Physiotherapist. The student will be encouraged to refine and practice role enhancing skills and demonstrate effective interpersonal skills, competent clinical skills and professionalism. Reflective practice will be emphasized to enhance the learning opportunity and promote lifelong learning. The goal is to provide the student opportunities to reliably demonstrate the ability to perform within the scope of practice of an entry level Physiotherapist Assistant.

Fieldwork Practicum V (OPA227) (10 credits)

This course will provide the student with an Occupational Therapy fieldwork placement which is required as partial fulfillment of the required fieldwork hours for successful completion of the OTA & PTA Diploma.

During fieldwork placement, the student will consolidate prior learning, under the supervision of an Occupational Therapist. The student will be encouraged to refine and practice role enhancing skills and demonstrate effective interpersonal skills, competent clinical skills and professionalism. Reflective practice will be emphasized to enhance the learning opportunity and promote lifelong learning. The goal is to provide the student opportunities to reliably demonstrate the ability to perform within the scope of practice of an entry level Occupational Therapist Assistant.

Personal and Developmental Support Services

Section B.129
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (3070)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Note: A modified program title change for program (3070) Personal and Developmental Support Services has been validated. The modified program title has been changed to program (3071) Personal Support Worker - Developmental. The first intake under the new title will begin in September 2025. Students wishing to apply to this program, please refer to the program page for program (3071) Personal Support Worker - Developmental.

The Personal and Developmental Support Services program at Sault College will prepare you for the various challenges and experiences that are part of the expanding health care and community settings.

The faculty and staff at Sault College are ready to assist you in preparation to become a successful graduate in these dynamic environments. The Personal and Developmental Support Services program is based upon various components: the person, health, caring, holistic wellness, respect, inclusivity, and support work. These components will prepare you for the role of assisting clients and families to achieve and maintain an optimal quality of life. To reflect these beliefs, Sault College has developed a holistic and evidence-based program that incorporates the required knowledge, theory, values, and hands on skills to be successful within the various settings in healthcare and the community.

When you have completed the Personal and Developmental Support Services program at Sault College, you will be able to work with clients across the lifespan in settings such as long term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes. This program will provide you with a lifelong and rewarding career. Some students choose to use it as a foundation to further their learning.

PROGRAM OUTCOMES

1. Work within the personal and developmental support services role in a variety of healthcare and community settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Conduct oneself in an ethical, competent and accountable manner in all professional relationships.
3. Provide person-directed and centred support that is sensitive to diverse values, cultures, beliefs and needs to promote client self-motivation and self-integration while maintaining privacy and confidentiality.
4. Assess, communicate and document relevant client information in accordance with employer's policies and procedures and all applicable legislation within the personal and developmental support services role.
5. Participate and collaborate as a member of the interprofessional team to promote a safe and comfortable environment for clients across the lifespan demonstrating the responsibility to identify and

report situations of neglect or abuse (actual or potential), and respond in accordance with all applicable legislations and employer's policies and procedures.

6. Support the health and well-being of clients across the lifespan by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.

7. Assist clients with medication* in keeping with the direction of the plan of care/service plan* and under the direction and monitoring of a regulated health professional* or most accountable person* and in accordance with all applicable legislation and employer's policies.

8. Assist clients who are caring for dependent individuals* considering client and family choices, professional* boundaries and the direction of the plan of care/service plan*.

9. Assist in the provision of person-directed and centred palliative and end-of-life support for clients and their families.

10. Develop professional development plans incorporating reflective practice to enhance job performance.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, with Grade 12 English, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements. International applicants must have an IELTS Score of 6.0 with no band lower than 5.5.

CAREER PATHS

Graduates can find employment in long term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes.

CLINICAL/LAB OR FIELD PLACEMENTS

Throughout the program, you will gain valuable experience in your practicum placements. You will be working with clients and families in a variety of settings and circumstances. Further, you will have many opportunities to make a positive difference in their lives.

To be able to attend these practicum experiences, you'll need to complete the requirements listed below and bring in documents to support completion, by the expected due date identified for the program. This is necessary to have in place before practicum starts as planning begins several weeks in advance. Having your requirements completed ensures that you are able to gain the experience needed to meet the course outcomes successfully.

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED**, must be for Health Care Providers (annually) - no

online or blended courses are permitted

- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes if possible)
- **CRIMINAL RECORD CHECK Level 3 VULNERABLE SECTOR SEARCH (VSS)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of the academic year as possible

if a Criminal Record is confirmed, contact Jennifer.Williamson@saultcollege.ca

IMMUNIZATIONS - Complete required immunizations prior to the first semester of the program and submit official records, along with the Health & Community Services Programs Immunization and Health Record Form (available on LMS and in welcome email), to the Sault College Health Centre Anne.Erechhook@saultcollege.ca

1. 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
2. 1 Step TB Skin Test annually OR as needed
3. Measles/Mumps/Rubella Series
4. Tetanus every 10 years
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B
7. Influenza - October/November annually
8. Covid-19; 2 doses

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Placement Requirements are due as indicated:

- Personal and Developmental Support Services (3070) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: Jennifer.Williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Criminal Record Check Level 3 Vulnerable Sector Search (VSS):

For your program, a **Level 3 Police Vulnerable Sector Search (VSS)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre

Anne.Erechook@saultcollege.ca

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

EDUCATIONAL PATHS

The Personal and Development Support Services (PDSS) two-year diploma program shares a common first year with the Personal Support Worker (PSW) one-year certificate program, with the addition of a program-imbedded General Education course. Students may ladder from PSW into the second year of PDSS with the addition of HDG122 - Personal and Academic Success Strategies.

OTHER INFORMATION

For more information, contact the Program Coordinator, Susan Armstrong at 705-759-2554 ext. 2760 or via email at Susan.Armstrong@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I
HDG122-3 Personal and Academic Success Strategies

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

SEMESTER 3

DSS300-3 Developmental Disabilities
DSS301-3 Professionalism
DSS302-6 Health and Wellness
DSS303-3 Personal Outcome Measures and Planning
DSS304-2 Technology and Documentation

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

DSS306-2 Positive Approaches and Community Inclusion
DSS307-2 Augmentative Communication
DSS308-3 Mental Health, Addictions and Dual Diagnosis
DSS309-3 Teaching Strategies
DSS310-3 Trends & Family Support in Developmental Services
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for

college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Semester 3

Developmental Disabilities (DSS300) (3 credits)

Through this course, students will learn about the history and evolution of Developmental Services in Ontario. They will be provided with an overview of current supports and services provided provincially. Current trends in the developmental services sector will be discussed. Mission and vision statements, values and organizational goals and priorities will be reviewed from the Community Living Agency, as an example of a service provider. The course will focus on sharing information about specific diagnoses, dual-diagnosis and aging.

Professionalism (DSS301) (3 credits)

This course will identify standards regarding verbal and written communication skills with an emphasis placed on the use of respectful language. Key characteristics of strong interpersonal skills, healthy boundaries, and effective team-building will be examined. Students will learn how to build positive relationships with families and community partners. Professional growth and development goals will be identified through core competencies for developmental services. The philosophy of support will be

studied. Teaching/Learning theories and strategies will be explored.

Health and Wellness (DSS302) (6 credits)

This course introduces the student to the promotion of health and wellness for people with developmental disabilities. The student will study common developmental disabilities and accompanying medical conditions that co-exist. The impact of aging with people who have developmental disabilities, and its challenges are discussed. Students learn about the challenges and barriers that the health care system presents to people with developmental disabilities. New initiatives in the health care system are explored to promote quality health care and advocacy. The student will also practice the skills of Medication Administration and certain Controlled Acts that are part of the Direct Support Professionals practice in the workplace setting. The student will gain further knowledge and skills in the area of Infection Prevention and Control, Ministry of Community and Social Services Quality Assurance Measures and Ministry Compliance Inspections.

Personal Outcome Measures and Planning (DSS303) (3 credits)

This course introduces the student to the definition and measurement of quality of life for people with developmental disabilities, through a review of Personal Outcome Measures identified by the Council on Quality and Leadership. Students will learn how to apply the indicators of the Personal Outcome Measures to the role of the organization and the Direct Support Professional. They will learn about developing quality goals, Individual Support Plans, Person-Centered Planning and Person-Centered tools, used in the workplace setting to plan with people supported. Human Rights, Rights Restrictions and the Rights Review Committee within organizations that support people with developmental disabilities will be explored. Students will learn about the importance of supporting people in building relationships and community engagement.

Technology and Documentation (DSS304) (2 credits)

In this course, students will have an opportunity to review basic computer skills. Laws, policies and procedures regarding privacy and confidentiality will be reviewed. Students will be introduced to documentation skills and various data management systems.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Positive Approaches and Community Inclusion (DSS306) (2 credits)

This course introduces the concept of providing positive support to people with developmental disabilities who struggle with challenging behavior. The core course concept is that challenging behavior is a message of the person's unmet needs. Students will learn that communication difficulties, abuse and Post Traumatic Stress Syndrome are triggers for challenging behavior. Communication tools, support practices and support planning approaches will be introduced to help understand the person's concerns and unmet needs. The importance of belonging, relationships, social roles, contribution, community inclusion and its positive impact on challenging behavior will be explored. Active support, self-determination and supported decision making will be discussed as key areas in supporting people to feel empowered, be in control and make their own choices. The Gentle Teaching approach will be studied as part of building a trusting relationship with the person and reducing challenging behavior.

Augmentative Communication (DSS307) (2 credits)

This course will introduce students to the field of communication and specifically augmentative communication. Students will learn how to: understand, analyze, synthesize and evaluate the variables which affect the individuals who communicate using complex methods or assistive technology.

Mental Health, Addictions and Dual Diagnosis (DSS308) (3 credits)

This course will expand on the context of a dual diagnoses, where people experience both a developmental disability and a mental illness. Students learn about the role in providing day-to-day support to people who have a dual diagnosis. Students become familiar with the history and theory of dual diagnosis and the importance of developing a coordinated system of support for people who are dually diagnosed. Students learn the clinical characteristics of common mental illnesses and how such characteristics are manifested by people who have developmental disabilities. Students focus on the roles within a multidisciplinary team providing support to individuals who are dually diagnosed.

Teaching Strategies (DSS309) (3 credits)

This course will explore the personal and developmental support role as teacher, educational assistant, job coach and community facilitator for people who have an intellectual disability in various school, work, community, and home environments. The course emphasizes an integrated and collaborative educational/learning approach. Students will learn classroom practices that enhance competencies for students and adult learners, with focus on assessment, instructional approaches, and specific teaching strategies. Emphasis will be on evidence based educational strategies for diverse learners and the development of written teaching/lesson plans. The students will learn about curriculum that focuses on youth transition, work, life in the community, augmentative communication, core curriculum adaptations and modifications for individual learner needs, and technology enhanced learning.

Trends & Family Support in Developmental Services (DSS310) (3 credits)

This course will explore elements of providing direct support to people with intellectual disabilities within a family or community context. Students learn about the typical experiences of families who have a child with a disability, the common issues inherent in family support, effective support strategies, and family resilience from a strengths-based perspective. Students will build on their knowledge of developmental disabilities and the current issues of importance in the developmental services. Students will discuss how community organizations are meeting the needs of people with developmental disabilities.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Personal and Developmental Support Services (Toronto)

Section B.130
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5970)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Personal and Developmental Support Services program at Sault College will prepare you for the various challenges and experiences that are part of the expanding health care and community settings.

The faculty and staff at Sault College are ready to assist you in preparation to become a successful graduate in these dynamic environments. The Personal and Developmental Support Services program is based upon various components: the person, health, caring, holistic wellness, respect, inclusivity, and support work. These components will prepare you for the role of assisting clients and families to achieve and maintain an optimal quality of life. To reflect these beliefs, Sault College has developed a holistic and evidence-based program that incorporates the required knowledge, theory, values, and hands on skills to be successful within the various settings in healthcare and the community.

When you have completed the Personal and Developmental Support Services program at Sault College, you will be able to work with clients across the lifespan in settings such as long term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes. This program will provide you with a lifelong and rewarding career. Some students choose to use it as a foundation to further their learning.

PROGRAM OUTCOMES

1. Work within the personal and developmental support services role in a variety of healthcare and community settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Conduct oneself in an ethical, competent and accountable manner in all professional relationships.
3. Provide person-directed and centred support that is sensitive to diverse values, cultures, beliefs and needs to promote client self-motivation and self-integration while maintaining privacy and confidentiality.
4. Assess, communicate and document relevant client information in accordance with employer's policies and procedures and all applicable legislation within the personal and developmental support services role.
5. Participate and collaborate as a member of the interprofessional team to promote a safe and comfortable environment for clients across the lifespan demonstrating the responsibility to identify and

report situations of neglect or abuse (actual or potential), and respond in accordance with all applicable legislations and employer's policies and procedures.

6. Support the health and well-being of clients across the lifespan by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.

7. Assist clients with medication* in keeping with the direction of the plan of care/service plan* and under the direction and monitoring of a regulated health professional* or most accountable person* and in accordance with all applicable legislation and employer's policies.

8. Assist clients who are caring for dependent individuals* considering client and family choices, professional* boundaries and the direction of the plan of care/service plan*.

9. Assist in the provision of person-directed and centred palliative and end-of-life support for clients and their families.

10. Develop professional development plans incorporating reflective practice to enhance job performance.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, with Grade 12 English, or mature student status.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements. International applicants must have an IELTS Score of 6.0 with no band lower than 5.5.

CAREER PATHS

Graduates can find employment in long term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes.

The fees below are approximate fees, subject to change, for the 2022 Winter Intake of this program.

EDUCATIONAL PATHS

The Personal and Development Support Services (PDSS) two-year diploma program shares a common first year with the Personal Support Worker (PSW) one-year certificate program, with the addition of a program-imbedded General Education course. Students may ladder from PSW into the second year of PDSS with the addition of HDG122 - Personal and Academic Success Strategies.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I
HDG122-3 Personal and Academic Success Strategies

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

SEMESTER 3

DSS300-3 Developmental Disabilities
DSS301-3 Professionalism
DSS302-6 Health and Wellness
DSS303-3 Personal Outcome Measures and Planning
DSS304-2 Technology and Documentation

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

DSS305-11 Practicum III
DSS306-2 Positive Approaches and Community Inclusion
DSS307-2 Augmentative Communication
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate

observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients

in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Semester 3

Developmental Disabilities (DSS300) (3 credits)

Through this course, students will learn about the history and evolution of Developmental Services in Ontario. They will be provided with an overview of current supports and services provided provincially. Current trends in the developmental services sector will be discussed. Mission and vision statements, values and organizational goals and priorities will be reviewed from the Community Living Agency, as an example of a service provider. The course will focus on sharing information about specific diagnoses, dual-diagnosis and aging.

Professionalism (DSS301) (3 credits)

This course will identify standards regarding verbal and written communication skills with an emphasis placed on the use of respectful language. Key characteristics of strong interpersonal skills, healthy boundaries, and effective team-building will be examined. Students will learn how to build positive relationships with families and community partners. Professional growth and development goals will be identified through core competencies for developmental services. The philosophy of support will be studied. Teaching/Learning theories and strategies will be explored.

Health and Wellness (DSS302) (6 credits)

This course introduces the student to the promotion of health and wellness for people with developmental disabilities. The student will study common developmental disabilities and accompanying medical conditions that co-exist. The impact of aging with people who have developmental disabilities, and its challenges are discussed. Students learn about the challenges and barriers that the health care system presents to people with developmental disabilities. New initiatives in the health care system are explored to promote quality health care and advocacy. The student will also practice the skills of Medication Administration and certain Controlled Acts that are part of the Direct Support Professionals practice in the workplace setting. The student will gain further knowledge and skills in the area of Infection Prevention and Control, Ministry of Community and Social Services Quality Assurance Measures and Ministry Compliance Inspections.

Personal Outcome Measures and Planning (DSS303) (3 credits)

This course introduces the student to the definition and measurement of quality of life for people with developmental disabilities, through a review of Personal Outcome Measures identified by the Council on Quality and Leadership. Students will learn how to apply the indicators of the Personal Outcome Measures to the role of the organization and the Direct Support Professional. They will learn about developing quality goals, Individual Support Plans, Person-Centered Planning and Person-Centered tools, used in the workplace setting to plan with people supported. Human Rights, Rights Restrictions and the Rights Review Committee within organizations that support people with developmental disabilities will be explored. Students will learn about the importance of supporting people in building relationships and community engagement.

Technology and Documentation (DSS304) (2 credits)

In this course, students will have an opportunity to review basic computer skills. Laws, policies and procedures regarding privacy and confidentiality will be reviewed. Students will be introduced to documentation skills and various data management systems.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Practicum III (DSS305) (11 credits)

Students will be provided with the opportunity to spend time with a Direct Support Professional in a community organization that supports people with developmental disabilities. The one-to-one staff mentoring with the Direct Support Professional will enable the student to gain valuable knowledge and hands-on experience within the practical setting. The practicum will allow the student to apply their theoretical knowledge and skills learned throughout their studies. Students will learn the importance of the role and responsibilities of the Direct Support Professional in providing quality support to enhance the lives of people with developmental disabilities. Students will meet regularly for seminar discussions and to share experiences. Weekly learning logs documenting the student's reflections during the practicum will be used to guide and enhance their practice.

Positive Approaches and Community Inclusion (DSS306) (2 credits)

This course introduces the concept of providing positive support to people with developmental disabilities who struggle with challenging behavior. The core course concept is that challenging behavior is a message of the person's unmet needs. Students will learn that communication difficulties, abuse and Post Traumatic Stress Syndrome are triggers for challenging behavior. Communication tools, support practices and support planning approaches will be introduced to help understand the person's concerns and unmet needs. The importance of belonging, relationships, social roles, contribution, community inclusion and its positive impact on challenging behavior will be explored. Active support, self-determination and supported decision making will be discussed as key areas in supporting people to feel empowered, be in control and make their own choices. The Gentle Teaching approach will be studied as part of building a trusting relationship with the person and reducing challenging behavior.

Augmentative Communication (DSS307) (2 credits)

This course will introduce students to the field of communication and specifically augmentative communication. Students will learn how to: understand, analyze, synthesize and evaluate the variables which affect the individuals who communicate using complex methods or assistive technology.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Personal Support Worker

Section B.131
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (3027)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love to care for others? Your passion to help inspires us!

The 1-year Sault College Personal Support Worker (PSW) program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

- Long-term care facilities
- Hospitals
- Private agencies
- Retirement homes
- Home care settings
- Boards of education (special needs children)
- Palliative care settings
- Senior citizen recreation centres
- Respite settings
- Group homes

Work with clients and families and start making a difference now!

As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You were meant to be a vital member of community healthcare. And you will find it here.

PROGRAM OUTCOMES

A graduate of the Personal Support Worker Program at Sault College will reliably demonstrate the ability to:

1. Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the clients, families, supervisors and/or other members of the interprofessional care/service team.
3. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care in community, retirement homes, long-term care homes and/or hospital care settings.
4. Provide client-centred and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.
5. Establish and maintain helping relationships with clients and their families reflecting open communication, professional boundaries, employer's policies and adhering to confidentiality and

privacy legislation.

6. Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.
7. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.
8. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.
9. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.
10. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.
11. Assist clients who are caring for dependent individuals considering client and family choices, professional boundaries and the direction of the plan of care/service plan.
12. Identify and report situations of neglect, and potential, alleged or witnessed/actual incidents of abuse, and respond in accordance with all applicable legislation and employer's policies and procedures.
13. Assist in the provision of culturally relevant palliative and end-of life care to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients choices and the plan of care/service plan.
14. Use identified approaches and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours.

Reference

Ministry of Training, Colleges and Universities Personal Support Worker Program Standards (MTCU 41469, July 2014)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To enter the Personal Support Worker program, you'll need to have Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

A mature student is someone who is 19 years of age or older by the first day of College and has not graduated from high school. If you have graduated from high school but haven't been to school in a while, you're an adult learner.

If you're a mature student, you can still apply to College, and have two options: You can pay \$25 to write the Canadian Academic Achievement Test (CAAT) for Math and/or English requirements only or you can take Academic Upgrading for free to get your high school equivalency for any of our college programs.

If you're an adult learner that is, have graduated from high school and have been out of school for a while, you still may want to consider free Academic Upgrading to re-fresh your skills before the start of the Personal Support Worker program. Upgrading programs start at the beginning of each month. Call 705-759-2554 ext., 2433 to learn more.

ACADEMIC RECOMMENDATIONS

We really want you to make the best choice possible and make a decision that's right for you.

Before deciding to study to become a Personal Support Worker, please give us a call to talk about what working in this field will be like.

That way, you'll know exactly what your future will look like.

We can talk with you over the phone, tour you around the facilities and classrooms, or invite you to sit in on a class.

Call Susan Armstrong, Program Coordinator for PSW at 705.759.2554, ext. 2760 or by email at susan.armstrong@saultcollege.ca to learn more about a future as a Personal Support Worker.

CAREER PATHS

The staff and faculty are committed to providing an academic environment that will help you achieve personal and professional success. When you have completed the Personal Support Program here at Sault College you will be able to work in various settings such as long-term care facilities, hospitals, community agencies, and various other settings offering opportunities to work with various age groups.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

The public we serve and the institutions with which we share contractual agreements expect a neat and well-groomed appearance of the Personal Support Worker student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others.

It is expected that Sault College Personal Support Worker students will follow a dress code when in labs/clinical placements and also adhere to the policies of the agencies they will be placed in.

CLINICAL/LAB OR FIELD PLACEMENTS

Throughout the program, you will gain valuable experience in your practicum placements. You will be working with clients and families in a variety of settings and circumstances. Further, you will have many opportunities to make a positive difference in their lives.

To be able to attend these practicum experiences, you'll need to complete the requirements listed below

and bring in documents to support completion, by the expected due date identified for the program. This is necessary to have in place before practicum starts as planning begins several weeks in advance. Having your requirements completed ensures that you are able to gain the experience needed to meet the course outcomes successfully.

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED** must be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes if possible)
- **POLICE VULNERABLE SECTOR CHECK (VSC)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of your academic year as possible

if a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca

IMMUNIZATIONS

Complete required immunizations prior to the first semester of the program and submit official records, along with the Health & Community Services Programs Immunization and Health Record Form (available on LMS and in welcome email), to the Sault College Health Centre anne.erechook@saultcollege.ca

- 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
- 1 Step TB Skin Test annually OR as needed
- Measles/Mumps/Rubella Series
- Tetanus every 10 years
- Chicken Pox (documented proof of immunity)
- Hepatitis B series
- Influenza - October/November annually
- Covid-19; 2 doses

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Placement Requirements are due as indicated:

- Personal Support Worker (3027) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If

unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC)

For your program, a **Level 3 Police Vulnerable Sector Check (VSC)** is required:

- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR CHECK
- Must be completed through local or Provincial Police; 3rd party online background checks are NOT acceptable
- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Check and the submission of these documents may

be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre

anne.erechook@saultcollege.ca

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

EDUCATIONAL PATHS

We really want you to make the best choice possible and make a decision that's right for you.

Before deciding to study to become a Personal Support Worker, please give us a call to talk about what working in this field will be like.

That way, you'll know exactly what your future will look like.

We can talk with you over the phone, tour you around the facilities and classrooms, or invite you to sit in on a class.

Call Susan Armstrong, Program Coordinator for PSW at 705.759.2554, ext. 2760 or by email at susan.armstrong@saultcollege.ca to learn more about a future as a Personal Support Worker.

OTHER INFORMATION

All Students will be required to have access to a personal computer (Laptop/Notebook) with a minimal 4GB of RAM that accepts a minimal Windows 7 software program to be used for remote learning (eg. on-line class attendance), assignments, and in-class or on-line evaluation. Students may also be required to download and use Sault College software through the LMS for use during on-line testing.

Program College Contact: Susan Armstrong, susan.armstrong@saultcollege.ca

The Personal Support Worker program gives you a strong foundation for going on in the health care field of study if you choose to further your education.

After graduating successfully from the program, you can work part-time on week-ends and evenings as a Personal Support Worker at a competitive wage to help pay with your education while attending school.

If you choose to further your education into Practical Nursing, successful completion of both PSW140 and

PSW150 while studying in the Personal Support Worker program, will be accepted for Grade 11 Biology (C) SBI3C, which is required for the Practical Nursing program. You will also be exempted from the Medical Terminology portion of Practical Nursing if you have completed Medical Terminology in the Personal Support Worker or within the Continuing Education Program.

You will still need two additional courses: Grade 12 Chemistry (C) SCH4C and Grade 11 Foundations for College Math (C) MBF3C to enter the Practical Nursing program.

Both of these are offered through our free Academic Upgrading program and can be done simultaneously if you choose while taking the Personal Support Program. Call 705.759.2554, ext. 2433 to learn more about taking these courses.

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

PSW140-3 Body Structure and Function I

PSW141-3 Principles of PSW Practice I

PSW142-3 Health Promotion and Health Challenges I

PSW143-9 PSW Practicum I

SEMESTER 2

PSW150-3 Body Structure and Function II

PSW151-3 Principles of PSW Practice II

PSW152-12 Health Promotion and Health Challenges II

PSW153-12 PSW Practicum II

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Personal Support Worker - (Full Time - Contact North)

Section B.132
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (3038)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This program is delivered off-campus through Contact North and is full-time. Students are to apply to this program via ontariocolleges.ca.

Become a vital member of community healthcare remotely and on your own terms.

Through Contact North, gain access to the 1-year Sault College Personal Support Worker (PSW) program without leaving your community.

Delivered online, the PSW program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

- Long-term care facilities
- Hospitals
- Private agencies
- Retirement homes
- Home care settings
- Boards of education (special needs children)
- Palliative care settings
- Senior citizen recreation centres
- Respite settings
- Group homes

Work with clients and families and start making a difference now!

As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You love to care for others. And that inspires us!

PROGRAM OUTCOMES

A graduate of the Personal Support Worker Program at Sault College will reliably demonstrate the ability to:

1. Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the clients, families, supervisors and/or other members of the interprofessional care/service team.
3. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care in community, retirement homes, long-term care homes and/or hospital care settings.
4. Provide client-centred and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.
5. Establish and maintain helping relationships with clients and their families reflecting open communication, professional boundaries, employer's policies and adhering to confidentiality and privacy legislation.
6. Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.
7. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.
8. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.
9. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.
10. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.
11. Assist clients who are caring for dependent individuals considering client and family choices, professional boundaries and the direction of the plan of care/service plan. Identify and report situations of neglect, and potential, alleged or witnessed/actual incidents of abuse, and respond in accordance with all applicable legislation and employer's policies and procedures.
12. Assist in the provision of culturally relevant palliative and end-of life care to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients choices and the plan of care/service plan.
13. Use identified approaches and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours.

Reference

Ministry of Training, Colleges and Universities Personal Support Worker Program Standards (MTCU 41469, July 2014)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

We really want you to make the best choice possible and make a decision that's right for you.

Before deciding to study to become a Personal Support Worker, please give us a call to talk about what working in this field will be like.

That way, you'll know exactly what your future will look like.

We can talk with you over the phone, tour you around the facilities and classrooms, or invite you to sit in on a class.

CAREER PATHS

The staff and faculty are committed to providing an academic environment that will help you achieve personal and professional success. When you have completed the Personal Support Program here at Sault College you will be able to work in various settings such as long-term care facilities, hospitals, community agencies, and various other settings offering opportunities to work with various age groups.

DRESS CODE

The public we serve and the institutions with which we share contractual agreements expect a neat and well-groomed appearance of the Personal Support Worker student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others.

It is expected that Sault College Personal Support Worker students will follow a dress code when in labs/clinical placements and also adhere to the policies of the agencies they will be placed in.

The fees below are approximate fees, subject to change, for the 2022 Winter Intake of this program.

CLINICAL/LAB OR FIELD PLACEMENTS

Sault College's priority will always be to try to find a suitable Field Placement in your home community.

Throughout the program, you will gain valuable experience in your practicum placements. You will be working with clients and families in a variety of settings and circumstances. Further, you will have many opportunities to make a positive difference in their lives.

To be able to attend these practicum experiences, you'll need to complete the requirements listed below and bring in documents to support completion prior to starting your practicum placement. This is necessary to have in place before practicum starts as planning begins several weeks in advance. Having your requirements completed ensures that you are able to gain the experience needed to meet the course outcomes successfully.

1. Standard 1st Aid Certificate (current within 3 years)
2. CPR (Health Care Provider or Basic Life Support Level with AED) Certificate (yearly recertification required)
3. WHMIS Certificate (current within one year)
4. N95 Mask Fit Testing Card (renew every 2 years). Successful mask fit testing requires a **clean shaven face**

(minimal facial hair) to administer the test.

5. Immunization & Health Record

- A complete College Health Form along with official immunization documentation must be submitted to the College Health Centre. Contact your health care provider, medical clinic or in Sault Ste. Marie and District, Algoma Public Health if you need to update your immunization record.

Documentation of the following is required:

- proof of a 2-step Mantoux test for tuberculosis. For a known positive test, you must be assessed by a physician and receive medical documentation to have access to placement (a chest x-ray is required). If a 2-step was completed over a year ago; a 1 step TB test is required.
- proof of measles, mumps and rubella immunization
- proof of tetanus/diphtheria immunization
- proof of chicken pox immunization
- Influenza immunization each October/November of the program. The flu vaccine is not mandatory however in the event that a student refuses the vaccine, the student must follow placement agency policies. This may mean removal from clinical placement for the duration of an influenza outbreak. Students can contact their coordinator if they have any questions.
- **NOTE:** Hepatitis B vaccination is not mandatory but strongly recommended.

Criminal Record Check with Vulnerable Sector Search

- This document is mandatory for agencies to grant access to vulnerable persons. You will be given detailed information about obtaining a current Criminal Record Check during the first month of classes or when clinical placements are confirmed. **(Note: If a criminal record exists or charges are pending, you are required to disclose this information to the Chair of the Health Programs before the start of your program.)**
- Criminal Record Check with Vulnerable Sector Search is a yearly requirement that must be updated annually.

All costs associated with these requirements are the responsibility of the student.

You will also sign a Statement of Confidentiality Form.

For further information regarding clinical and field placement requirements for this program, please email continuingeducation@saultcollege.ca.

OTHER INFORMATION

Program Contact: Lori Crosson, (705) 759-2554 ext 2442, lori.crosson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine

the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Personal Support Worker - Accelerated (Contact North, April 2022 start)

Section B.133
2025-07-02

Ontario College Certificate (2 Semesters) (3078)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

NOTE: This program is only for residents in the Algoma District.

The Personal Support Worker - Accelerated Program (April 2022 Intake) will run:

- Semester 1 - April 18, 2022 to July 8, 2022
- Semester 2 - July 18, 2022 to October 7, 2022

Do you love to care for others? Your passion to help inspires us!

The 2-Semester Sault College Personal Support Worker (PSW) program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

• Long-term care facilities • Hospitals • Private agencies • Retirement homes • Home care settings • Boards of education (special needs children) • Palliative care settings • Senior citizen recreation centres • Respite settings • Group homes

Work with clients and families and start making a difference now!

As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You were meant to be a vital member of community healthcare. And you will find it here.

PROGRAM OUTCOMES

A graduate of the Personal Support Worker Program at Sault College will reliably demonstrate the ability to:

1. Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the clients, families, supervisors and/or other members of the interprofessional care/service team.

3. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care in community, retirement homes, long-term care homes and/or hospital care settings.
4. Provide client-centred and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.
5. Establish and maintain helping relationships with clients and their families reflecting open communication, professional boundaries, employer's policies and adhering to confidentiality and privacy legislation.
6. Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.
7. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.
8. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.
9. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.
10. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.
11. Assist clients who are caring for dependent individuals considering client and family choices, professional boundaries and the direction of the plan of care/service plan.
12. Identify and report situations of neglect, and potential, alleged or witnessed/actual incidents of abuse, and respond in accordance with all applicable legislation and employer's policies and procedures.
13. Assist in the provision of culturally relevant palliative and end-of life care to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients choices and the plan of care/service plan.
14. Use identified approaches and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours.

Reference

Ministry of Training, Colleges and Universities Personal Support Worker Program Standards (MTCU 41469, July 2014)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To enter the Personal Support Worker program, you'll need to have Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

A mature student is someone who is 19 years of age or older by the first day of College and has not graduated from high school. If you have graduated from high school but haven't been to school in a while,

you're an adult learner.

If you're a mature student, you can still apply to College, and have two options: You can pay \$25 to write the Canadian Academic Achievement Test (CAAT) for Math and/or English requirements only or you can take Academic Upgrading for free to get your high school equivalency for any of our college programs.

If you're an adult learner that, is, have graduated from high school and have been out of school for a while, you still may want to consider free Academic Upgrading to re-fresh your skills before the start of the Personal Support Worker program. Upgrading programs start at the beginning of each month. Call 705-759-2554 ext., 2433 to learn more.

ACADEMIC RECOMMENDATIONS

CAREER PATHS

The staff and faculty are committed to providing an academic environment that will help you achieve personal and professional success. When you have completed the Personal Support Program here at Sault College you will be able to work in various settings such as long-term care facilities, hospitals, community agencies, and various other settings offering opportunities to work with various age groups.

DRESS CODE

The public we serve and the institutions with which we share contractual agreements expect a neat and well-groomed appearance of the Personal Support Worker student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others.

It is expected that Sault College Personal Support Worker students will follow a dress code when in labs/clinical placements and also adhere to the policies of the agencies they will be placed in.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element.

CLINICAL REQUIREMENTS:

- STANDARD FIRST AID
- CPR - Basic Life Support Level (BLS) (annually), must be for Health Care Providers, no online courses

are permitted

- WHMIS
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting
- IMMUNIZATIONS
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- Personal Support Worker - Accelerated May Intake Contact North (3078) - Due Date - **TBA**
- College Contact: carla.bumbaco@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System).

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

1. 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray
2. Annual 1 Step TB Test (as needed)
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B
7. Influenza Vaccine (October/November)
8. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require

evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Police Vulnerable Sector Check (PVSC):

For your program, a **Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affective. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

EDUCATIONAL PATHS

The Personal Support Worker program gives you a strong foundation for going on in the health care field of study if you would like to further your education.

After graduating successfully from the program, you can work part-time on week-ends and evenings as a Personal Support Worker at a competitive wage to help pay with your education while going on in school.

To go on to become a Practical Nurse after graduating from the Personal Support Worker program, you will

still need two additional courses: Grade 12 Chemistry (C) SCH4C and Grade 11 Foundations for College Math (C) MBF3C to enter the Practical Nursing program.

Both of these are offered through our free Academic Upgrading program and can be done simultaneously if you choose while taking the Personal Support Program. Call 705.759.2554, ext. 2433 to learn more about taking these courses.

If you successfully complete both PSW108 and PSW118 while studying in the Personal Support Worker program, those will be accepted for Grade 11 Biology (C) SBI3C, which is required for the Practical Nursing program. You will also be exempted from the Medical Terminology portion of Practical Nursing if you have completed Medical Terminology in the Personal Support Worker or within the Continuing Education Program.

OTHER INFORMATION

All Students will be required to have access to a personal computer (Laptop/Notebook) with a minimal 4GB of RAM that accepts a minimal Windows 7 software program to be used for remote learning (eg. on-line class attendance), assignments, and in-class or on-line evaluation. Students may also be required to download and use Sault College software through the LMS for use during on-line testing.

This program is for residents in the Algoma District only

Program Contact: Lori Crosson, (705) 759-2554 ext 2442, lori.crosson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning

to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive,

and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Personal Support Worker - Accelerated (June Start)

Section B.134
2025-07-02

Ontario College Certificate (2 Semesters) (3077)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Personal Support Worker - Accelerated Program (June Intake) will run:

- Semester 1 - June 14, 2021 to September 3, 2021
- Semester 2 - September 13, 2021 to December 3, 2021

Do you love to care for others? Your passion to help inspires us!

The 2-Semester Sault College Personal Support Worker (PSW) program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

• Long-term care facilities • Hospitals • Private agencies • Retirement homes • Home care settings • Boards of education (special needs children) • Palliative care settings • Senior citizen recreation centres • Respite settings • Group homes

Work with clients and families and start making a difference now!

As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You were meant to be a vital member of community healthcare. And you will find it here.

PROGRAM OUTCOMES

A graduate of the Personal Support Worker Program at Sault College will reliably demonstrate the ability to:

1. Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the clients, families, supervisors and/or other members of the interprofessional care/service team.
3. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care in community, retirement homes, long-term care homes and/or hospital care settings.
4. Provide client-centred and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.
5. Establish and maintain helping relationships with clients and their families reflecting open communication, professional boundaries, employer's policies and adhering to confidentiality and

privacy legislation.

6. Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.
7. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.
8. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.
9. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.
10. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.
11. Assist clients who are caring for dependent individuals considering client and family choices, professional boundaries and the direction of the plan of care/service plan.
12. Identify and report situations of neglect, and potential, alleged or witnessed/actual incidents of abuse, and respond in accordance with all applicable legislation and employer's policies and procedures.
13. Assist in the provision of culturally relevant palliative and end-of life care to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients choices and the plan of care/service plan.
14. Use identified approaches and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours.

Reference

Ministry of Training, Colleges and Universities Personal Support Worker Program Standards (MTCU 41469, July 2014)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To enter the Personal Support Worker program, you'll need to have Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

A mature student is someone who is 19 years of age or older by the first day of College and has not graduated from high school. If you have graduated from high school but haven't been to school in a while, you're an adult learner.

If you're a mature student, you can still apply to College, and have two options: You can pay \$25 to write the Canadian Academic Achievement Test (CAAT) for Math and/or English requirements only or you can take Academic Upgrading for free to get your high school equivalency for any of our college programs.

If you're an adult learner that is, have graduated from high school and have been out of school for a while, you still may want to consider free Academic Upgrading to re-fresh your skills before the start of the Personal Support Worker program. Upgrading programs start at the beginning of each month. Call 705-759-2554 ext., 2433 to learn more.

ACADEMIC RECOMMENDATIONS

We really want you to make the best choice possible and make a decision that's right for you.

Before deciding to study to become a Personal Support Worker, please give us a call to talk about what working in this field will be like.

That way, you'll know exactly what your future will look like.

We can talk with you over the phone, tour you around the facilities and classrooms, or invite you to sit in on a class.

Call Lori Bertrand, Program Coordinator for PSW at 705.759.2554, ext. 2640 or by email at lori.bertrand@saultcollege.ca to learn more about a future as a Personal Support Worker.

CAREER PATHS

The staff and faculty are committed to providing an academic environment that will help you achieve personal and professional success. When you have completed the Personal Support Program here at Sault College you will be able to work in various settings such as long-term care facilities, hospitals, community agencies, and various other settings offering opportunities to work with various age groups.

DRESS CODE

The public we serve and the institutions with which we share contractual agreements expect a neat and well-groomed appearance of the Personal Support Worker student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others.

It is expected that Sault College Personal Support Worker students will follow a dress code when in labs/clinical placements and also adhere to the policies of the agencies they will be placed in.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element.

CLINICAL REQUIREMENTS:

- STANDARD FIRST AID
- CPR - Basic Life Support Level (BLS) (annually), must be for Health Care Providers, no online courses are permitted
- WHMIS (current)
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes if possible)

- IMMUNIZATIONS (see required immunizations below)
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- Personal Support Worker - Accelerated June Intake (3077) - Due Date - **July 9, 2021**

College Contact: alicia.smith@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

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Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

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2. Annual 1 Step TB Test (as needed)
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B
7. Influenza Vaccine (October/November)
8. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not

been vaccinated against Covid-19.

Police Vulnerable Sector Check (PVSC):

For your program, a **Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affective. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

EDUCATIONAL PATHS

The Personal Support Worker program gives you a strong foundation for going on in the health care field of study if you would like to further your education.

After graduating successfully from the program, you can work part-time on week-ends and evenings as a Personal Support Worker at a competitive wage to help pay with your education while going on in school.

To go on to become a Practical Nurse after graduating from the Personal Support Worker program, you will still need two additional courses: Grade 12 Chemistry (C) SCH4C and Grade 11 Foundations for College Math (C) MBF3C to enter the Practical Nursing program.

Both of these are offered through our free Academic Upgrading program and can be done simultaneously if you choose while taking the Personal Support Program. Call 705.759.2554, ext. 2433 to learn more about

taking these courses.

If you successfully complete both PSW108 and PSW118 while studying in the Personal Support Worker program, those will be accepted for Grade 11 Biology (C) SBI3C, which is required for the Practical Nursing program. You will also be exempted from the Medical Terminology portion of Practical Nursing if you have completed Medical Terminology in the Personal Support Worker or within the Continuing Education Program.

OTHER INFORMATION

All Students will be required to have access to a personal computer (Laptop/Notebook) with a minimal 4GB of RAM that accepts a minimal Windows 7 software program to be used for remote learning (eg. on-line class attendance), assignments, and in-class or on-line evaluation. Students may also be required to download and use Sault College software through the LMS for use during on-line testing.

Program Coordinator: Lori Bertrand, (705) 759-2554, ext 2640, email lori.bertrand@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Personal Support Worker - Developmental

Section B.135
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (3071)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Note: Program (3071) Personal Support Worker - Developmental, is the approved modified program title for the former program (3070) Personal and Developmental Support Services. The first intake of this program will begin in September 2025.

The Personal Support Worker - Developmental program at Sault College will prepare you for the various challenges and experiences that are part of the expanding healthcare and community settings.

The faculty and staff at Sault College are ready to assist you in preparation to become a successful graduate in these dynamic environments.

The Personal Support Worker - Developmental program is based upon various components: the person, health, caring, holistic wellness, respect, inclusivity, and support work. These will prepare you for the role of assisting clients and families to achieve and maintain an optimal quality of life. To reflect these beliefs, Sault College has developed a holistic and evidence-based program that incorporates the required knowledge, theory, values, and hands on skills to be successful within the various settings in health care and the community.

When you have completed the Personal Support Worker - Developmental program, you will be able to work with clients across the lifespan in settings such as long-term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes.

Be prepared for a future with a lifelong and rewarding career. This is also a great program to start with as a foundation to further learning in health care.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), or equivalent, with Grade 12 English, or mature student status.

Missing any requirements? Get them for free from [Academic Upgrading](#).

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements. International applicants must have an IELTS Score of 6.0 with no band lower than 5.5.

CAREER PATHS

Graduates can find employment in long term care facilities, hospitals, private agencies, retirement homes, home care settings, boards of education (special needs children), palliative care settings, senior citizen recreation centres, respite settings, and group homes.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
N/A	N/A	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

Throughout the program, you will gain valuable experience in your practicum placements. You will be working with clients and families in a variety of settings and circumstances. Further, you will have many opportunities to make a positive difference in their lives.

To be able to attend these practicum experiences, you'll need to complete the requirements listed below and bring in documents to support completion, by the expected due date identified for the program. This is necessary to have in place before practicum starts as planning begins several weeks in advance. Having your requirements completed ensures that you are able to gain the experience needed to meet the course outcomes successfully.

CLINICAL REQUIREMENTS:

- **STANDARD FIRST AID** (on entrance into program)
- **CPR - Basic Life Support (BLS) Level with AED**, must be for Health Care Providers (annually) - no online or blended courses are permitted
- **WHMIS** training certificate valid within 1 year, upon entry into the program
- **N95 MASK FIT TESTING CARD** (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes if possible)
- **POLICE VULNERABLE SECTOR CHECK (VSC)** with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of your academic year as possible

if a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca

IMMUNIZATIONS

Complete required immunizations prior to the first semester of the program and submit official records, along with the Health Community Services Programs Immunization and Health Record Form (available on LMS and in welcome email), to the Sault College Health Centre anne.erechook@saultcollege.ca

- 2 Step TB Skin Test or TB blood test, OR clear Chest X-ray on entrance to program
- 1 Step TB Skin Test annually OR as needed
- Measles/Mumps/Rubella Series
- Tetanus every 10 years
- Chicken Pox (documented proof of immunity)
- Hepatitis B series
- Influenza - October/November annually
- Covid-19; 2 doses

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare

provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Clinical Placement Requirements are due as indicated:

- Personal Support Worker - Developmental (3071) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Police Vulnerable Sector Check (VSC):

For your program, a **Level 3 Police Vulnerable Sector Check (VSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR CHECK
- Must be completed through local or Provincial Police; 3rd party online background checks are NOT acceptable

- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Check and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre

anne.erechook@saultcollege.ca

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

EDUCATIONAL PATHS

This two-year diploma program shares a common first year with the Personal Support Worker (PSW) one-year certificate program, with the addition of a program-imbedded General Education course. Students may ladder from PSW into the second year of PSW-D with the addition of HDG122 - Personal and Academic Success Strategies.

OTHER INFORMATION

Program College Contact: Susan Armstrong, susan.armstrong@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I
HDG122-3 Personal and Academic Success Strategies

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

SEMESTER 3

DSS300-3 Developmental Disabilities
DSS301-3 Professionalism
DSS302-6 Health and Wellness
DSS303-3 Personal Outcome Measures and Planning
DSS304-2 Technology and Documentation

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

DSS306-2 Positive Approaches and Community Inclusion
DSS307-2 Augmentative Communication
DSS308-3 Mental Health, Addictions and Dual Diagnosis
DSS309-3 Teaching Strategies
DSS310-3 Trends & Family Support in Developmental Services
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify

the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Semester 2

Body Structure and Function II (PSW150) (3 credits)

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

Semester 3

Developmental Disabilities (DSS300) (3 credits)

Through this course, students will learn about the history and evolution of Developmental Services in Ontario. They will be provided with an overview of current supports and services provided provincially. Current trends in the developmental services sector will be discussed. Mission and vision statements, values and organizational goals and priorities will be reviewed from the Community Living Agency, as an example of a service provider. The course will focus on sharing information about specific diagnoses, dual-diagnosis and aging.

Professionalism (DSS301) (3 credits)

This course will identify standards regarding verbal and written communication skills with an emphasis placed on the use of respectful language. Key characteristics of strong interpersonal skills, healthy boundaries, and effective team-building will be examined. Students will learn how to build positive relationships with families and community partners. Professional growth and development goals will be identified through core competencies for developmental services. The philosophy of support will be studied. Teaching/Learning theories and strategies will be explored.

Health and Wellness (DSS302) (6 credits)

This course introduces the student to the promotion of health and wellness for people with developmental disabilities. The student will study common developmental disabilities and accompanying medical conditions that co-exist. The impact of aging with people who have developmental disabilities, and its challenges are discussed. Students learn about the challenges and barriers that the health care system presents to people with developmental disabilities. New initiatives in the health care system are explored to promote quality health care and advocacy. The student will also practice the skills of Medication Administration and certain Controlled Acts that are part of the Direct Support Professionals practice in the workplace setting. The student will gain further knowledge and skills in the area of Infection Prevention and Control, Ministry of Community and Social Services Quality Assurance Measures and Ministry Compliance Inspections.

Personal Outcome Measures and Planning (DSS303) (3 credits)

This course introduces the student to the definition and measurement of quality of life for people with developmental disabilities, through a review of Personal Outcome Measures identified by the Council on Quality and Leadership. Students will learn how to apply the indicators of the Personal Outcome Measures to the role of the organization and the Direct Support Professional. They will learn about developing quality goals, Individual Support Plans, Person-Centered Planning and Person-Centered tools, used in the workplace setting to plan with people supported. Human Rights, Rights Restrictions and the Rights Review Committee within organizations that support people with developmental disabilities will be explored.

Students will learn about the importance of supporting people in building relationships and community engagement.

Technology and Documentation (DSS304) (2 credits)

In this course, students will have an opportunity to review basic computer skills. Laws, policies and procedures regarding privacy and confidentiality will be reviewed. Students will be introduced to documentation skills and various data management systems.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Positive Approaches and Community Inclusion (DSS306) (2 credits)

This course introduces the concept of providing positive support to people with developmental disabilities who struggle with challenging behavior. The core course concept is that challenging behavior is a message of the person's unmet needs. Students will learn that communication difficulties, abuse and Post Traumatic Stress Syndrome are triggers for challenging behavior. Communication tools, support practices and support planning approaches will be introduced to help understand the person's concerns and unmet needs. The importance of belonging, relationships, social roles, contribution, community inclusion and its positive impact on challenging behavior will be explored. Active support, self-determination and supported decision making will be discussed as key areas in supporting people to feel empowered, be in control and make their own choices. The Gentle Teaching approach will be studied as part of building a trusting relationship with the person and reducing challenging behavior.

Augmentative Communication (DSS307) (2 credits)

This course will introduce students to the field of communication and specifically augmentative communication. Students will learn how to: understand, analyze, synthesize and evaluate the variables which affect the individuals who communicate using complex methods or assistive technology.

Mental Health, Addictions and Dual Diagnosis (DSS308) (3 credits)

This course will expand on the context of a dual diagnoses, where people experience both a developmental disability and a mental illness. Students learn about the role in providing day-to-day support to people who have a dual diagnosis. Students become familiar with the history and theory of dual diagnosis and the importance of developing a coordinated system of support for people who are dually diagnosed. Students learn the clinical characteristics of common mental illnesses and how such characteristics are manifested by people who have developmental disabilities. Students focus on the roles within a multidisciplinary team providing support to individuals who are dually diagnosed.

Teaching Strategies (DSS309) (3 credits)

This course will explore the personal and developmental support role as teacher, educational assistant, job coach and community facilitator for people who have an intellectual disability in various school, work, community, and home environments. The course emphasizes an integrated and collaborative educational/learning approach. Students will learn classroom practices that enhance competencies for students and adult learners, with focus on assessment, instructional approaches, and specific teaching strategies. Emphasis will be on evidence based educational strategies for diverse learners and the development of written teaching/lesson plans. The students will learn about curriculum that focuses on

youth transition, work, life in the community, augmentative communication, core curriculum adaptations and modifications for individual learner needs, and technology enhanced learning.

Trends & Family Support in Developmental Services (DSS310) (3 credits)

This course will explore elements of providing direct support to people with intellectual disabilities within a family or community context. Students learn about the typical experiences of families who have a child with a disability, the common issues inherent in family support, effective support strategies, and family resilience from a strengths-based perspective. Students will build on their knowledge of developmental disabilities and the current issues of importance in the developmental services. Students will discuss how community organizations are meeting the needs of people with developmental disabilities.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Personal Support Worker (Thessalon)

Section B.136
2025-07-02

Ontario College Certificate (2 Semesters) (3039)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

NOTE: This program is only for residents in the Algoma District.

January 2025 intake: Personal Support Worker - Thessalon will run:

- Semester 1 - January 6, 2025 to April 17, 2025
- Semester 2 - May 5, 2025 to August 14, 2025

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Do you love to care for others? Your passion to help inspires us! The 2-Semester Sault College Personal Support Worker (PSW) program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

- Long-term care facilities
- Hospitals
- Private agencies
- Retirement homes
- Home care settings
- Boards of education (special needs children)
- Palliative care settings
- Senior citizen recreation centres
- Respite settings
- Group homes

Work with clients and families and start making a difference now! As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You were meant to be a vital member of community healthcare. And you will find it here.

PROGRAM OUTCOMES

A graduate of the Personal Support Worker Program at Sault College will reliably demonstrate the ability to:

1. Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines.
2. Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the clients, families, supervisors and/or other members of the interprofessional care/service team.
3. Participate as a member of the interprofessional care/service team and maintain collaborative working relationships in the provision of supportive care in community, retirement homes, long-term care homes and/or hospital care settings.
4. Provide client-centred and client-directed care that is based on ethical principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan.
5. Establish and maintain helping relationships with clients and their families reflecting open communication, professional boundaries, employer's policies and adhering to confidentiality and privacy legislation.
6. Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation.
7. Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan, employer policies and procedures, and all applicable legislation.
8. Assist clients across the lifespan with routine activities of daily living by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotion and maintenance, rehabilitation and restorative care.
9. Assist clients with medication in keeping with the direction of the plan of care/service plan and under the direction and monitoring of a regulated health professional or most accountable person and in accordance with all applicable legislation and employer's policies.
10. Assist with household management tasks and instrumental activities of daily living in accordance with the plan of care/service plan and considering the preferences, comfort and safety of clients, families and significant others.
11. Assist clients who are caring for dependent individuals considering client and family choices, professional boundaries and the direction of the plan of care/service plan.
12. Identify and report situations of neglect, and potential, alleged or witnessed/actual incidents of abuse, and respond in accordance with all applicable legislation and employer's policies and procedures.
13. Assist in the provision of culturally relevant palliative and end-of life care to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients choices and the plan of care/service plan.
14. Use identified approaches and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours.

Reference

Ministry of Training, Colleges and Universities Personal Support Worker Program Standards (MTCU 41469, July 2014)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

To enter the Personal Support Worker program, you'll need to have Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status.

A mature student is someone who is 19 years of age or older by the first day of College and has not graduated from high school. If you have graduated from high school but haven't been to school in a while, you're an adult learner.

If you're a mature student, you can still apply to College, and have two options: You can pay \$25 to write the Canadian Academic Achievement Test (CAAT) for Math and/or English requirements only or you can take Academic Upgrading for free to get your high school equivalency for any of our college programs.

If you're an adult learner that is, have graduated from high school and have been out of school for a while, you still may want to consider free Academic Upgrading to re-fresh your skills before the start of the Personal Support Worker program. Upgrading programs start at the beginning of each month. Call 705-759-2554 ext., 2433 to learn more.

CAREER PATHS

The staff and faculty are committed to providing an academic environment that will help you achieve personal and professional success. When you have completed the Personal Support Program here at Sault College you will be able to work in various settings such as long-term care facilities, hospitals, community agencies, and various other settings offering opportunities to work with various age groups.

DRESS CODE

The public we serve and the institutions with which we share contractual agreements expect a neat and well-groomed appearance of the Personal Support Worker student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others.

It is expected that Sault College Personal Support Worker students will follow a dress code when in labs/clinical placements and also adhere to the policies of the agencies they will be placed in.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element.

CLINICAL REQUIREMENTS:

- STANDARD FIRST AID
- CPR - Basic Life Support Level (BLS) (annually), must be for Health Care Providers, no online courses are permitted
- WHMIS
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting
- IMMUNIZATIONS
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check

Clinical Placement Requirements are due as indicated:

- Personal Support Worker - Due Date - **TBA**

College Contact: carla.bumbaco@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System).

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

1. 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray
2. Annual 1 Step TB Test (as needed)
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B
7. Influenza Vaccine (October/November)
8. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Police Vulnerable Sector Check (PVSC):

For your program, a **Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affective. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

EDUCATIONAL PATHS

The Personal Support Worker program gives you a strong foundation for going on in the health care field of study if you would like to further your education.

After graduating successfully from the program, you can work part-time on week-ends and evenings as a Personal Support Worker at a competitive wage to help pay with your education while going on in school.

To go on to become a Practical Nurse after graduating from the Personal Support Worker program, you will still need two additional courses: Grade 12 Chemistry (C) SCH4C and Grade 11 Foundations for College Math (C) MBF3C to enter the Practical Nursing program.

Both of these are offered through our free Academic Upgrading program and can be done simultaneously if you choose while taking the Personal Support Program. Call 705.759.2554, ext. 2433 to learn more about taking these courses.

If you successfully complete both PSW108 and PSW118 while studying in the Personal Support Worker program, those will be accepted for Grade 11 Biology (C) SBI3C, which is required for the Practical Nursing program. You will also be exempted from the Medical Terminology portion of Practical Nursing if you have completed Medical Terminology in the Personal Support Worker or within the Continuing Education Program.

OTHER INFORMATION

NOTE: This program is only for residents in the Algoma District.

January 2025 intake: Personal Support Worker - Thessalon will run:

- Semester 1 - January 6, 2025 to April 17, 2025
- Semester 2 - May 5, 2025 to August 14, 2025

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Do you love to care for others? Your passion to help inspires us! The 2-Semester Sault College Personal Support Worker (PSW) program teaches you the skills to provide personal care for the elderly, the chronically ill and persons with accessibility challenges across many different settings.

Learn how to successfully support and promote the physical, emotional and social well-being of clients in:

- Long-term care facilities
- Hospitals
- Private agencies
- Retirement homes
- Home care settings
- Boards of education (special needs children)
- Palliative care settings
- Senior citizen recreation centres
- Respite settings
- Group homes

Work with clients and families and start making a difference now! As a student of the PSW program, you'll have the opportunity to participate in field placements to further your skills, gain valuable experience and increase your confidence level as you enter the workforce.

You were meant to be a vital member of community healthcare. And you will find it here.

Program Contact: Lori Crosson, (705) 759-2554 ext 2442, lori.crosson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PSW140-3 Body Structure and Function I
PSW141-3 Principles of PSW Practice I
PSW142-3 Health Promotion and Health Challenges I
PSW143-9 PSW Practicum I

SEMESTER 2

PSW150-3 Body Structure and Function II
PSW151-3 Principles of PSW Practice II
PSW152-12 Health Promotion and Health Challenges II
PSW153-12 PSW Practicum II

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Body Structure and Function I (PSW140) (3 credits)

This course will provide the learner with a basic understanding of the human body. The learner will identify the basic structures and functions of cells, tissues, membranes, the integumentary system, the musculoskeletal system, the nervous system, and the senses. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases / disorders.

Principles of PSW Practice I (PSW141) (3 credits)

This course will introduce the learner to the health care system, the team, the legislation that governs the role of the Personal Support Worker, and the legal rights and responsibilities of the client, their family and the PSW. Concepts will be explored that pertain to building therapeutic relationships, ethics, values and beliefs, teamwork, working under supervision, and accepting and understanding delegation. Students will learn to interpret established plans of care and contribute to the plans' modifications through appropriate observations, reporting and documenting.

Health Promotion and Health Challenges I (PSW142) (3 credits)

This course will expose the learner to the theoretical concepts of health promotion, health practices, human needs, and growth and development throughout the lifespan. These concepts will provide the knowledge to allow learners to support clients based on their unique needs as well as caring for individuals and families experiencing ongoing health challenges. A focus on developing therapeutic relationships during care delivery is emphasized.

PSW Practicum I (PSW143) (9 credits)

This course will provide the learner with opportunities to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice basic care skills such as infection prevention and control measures, assisting clients with transfers, and all aspects of personal care in a simulated laboratory setting. Medical terminology and standard abbreviations will be studied independently to enhance communication within the health care delivery system.

Semester 2**Body Structure and Function II (PSW150) (3 credits)**

This course is a continuation of Body Structure and Function I (PSW 140) in which the learner will examine the remaining body systems. The learner will identify the basic structures and functions of the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems. The learner will also examine how these systems maintain homeostasis and identify some age-related changes and common diseases and disorders.

Principles of PSW Practice II (PSW151) (3 credits)

This course is a continuation of Principles of PSW Practice I (PSW 141); the learner will explore care related to palliative and end of life, home management, and acute / emergency care of children and adults. This course will also explore managing stress, time and workplace issues, professional behaviours, and job search strategies.

Health Promotion and Health Challenges II (PSW152) (12 credits)

This course is a continuation of Health Promotion and Challenges I (PSW 142) in which the learner will continue to explore the holistic care of individuals and families experiencing ongoing physical, cognitive, and mental health challenges. The role of the PSW in rehabilitative and restorative care will be examined.

PSW Practicum II (PSW153) (12 credits)

This course is a continuation of PSW Practicum I (PSW 143) in which the learner will continue to apply concepts and knowledge acquired in the classroom/lab environment to provide safe, holistic care to clients in a practice setting. The learner will practice clinical skills in a simulated laboratory setting including assisting with medications, specimen collection, oxygen therapy, wound care, parenteral nutrition, and vital signs measurement. These experiences will provide the learner with the opportunity to consolidate skills and knowledge at a level of a graduating PSW.

PROGRAM OVERVIEW

The Practical Nursing Program at Sault College provides you with the strong foundational knowledge, skills and values needed to demonstrate safe, competent care as a Registered Practical Nurse.

In this 2-year program, you will work with experienced faculty to learn in the classroom setting, through hands on and simulation in state-of-the-art labs and under the guidance of clinical teachers in health care settings providing care to clients.

Graduates have employment opportunities in practice settings such as hospitals, community, long term care and other facilities, health related services and programs and education.

Graduates choosing work in specialized areas may require additional education or work experience.

As a graduate, you will be eligible to write the provincial regulatory exam to become a practicing Registered Practical Nurse in Ontario.

The Practical Nursing Program at Sault College is approved by the College of Nurses of Ontario (www.cno.org). Graduates from this program are eligible to apply for registration as a Registered Practical Nurse in Ontario.

PROGRAM OUTCOMES

A graduate of the Practical Nursing Program at Sault College will reliably demonstrate the ability to:

1. communicate therapeutically with clients and members of the health care team.
2. assess clients across the life span, in a systematic and holistic manner.
3. plan safe and competent nursing care, based upon a thorough analysis of available data and evidence-informed practice guidelines.
4. select and perform nursing interventions using clinical judgment, in collaboration with the client and, where appropriate, the health care team, that promote health and well-being, prevent disease and injury, maintain and/or restore health, promote rehabilitation, and/or provide palliation.
5. evaluate the outcomes resulting from all interventions in the nurse-client interaction and modify the plan of care as required.
6. act equitably and justly with clients and members of the health care team.
7. adapt to a variety of health care settings, using different leadership skills and styles as appropriate to each setting.
8. contribute to creating a healthy and safe work environment in a variety of health care settings.
9. practice in a self-regulated, professional and ethical manner, complying with relevant legislation and with the standards of both the regulatory body and the practice setting to provide safe and competent client care.

Reference

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario Secondary School Diploma (OSSD)
- Grade 12 ENG4C
- Grade 11 Foundations for College Math (C) MBF3C
- Grade 11 Biology (C) SBI3C
- Grade 12 Chemistry (C) SCH4C or Grade 11 Chemistry (U) SCH3U
- **OR** 2.8+ GPA in Pre-Health Sciences
- As of September 2025, applicants must have an overall average of 70% in the required courses (70% not required in each individual course).
- Missing any requirements? Get them for free from Academic Upgrading.

This program has more applications than seats available. Applications will be ranked based on the average of the required courses. We do not accept the GED for admission.

Personal Support Worker is not a direct entry into the Practical Nursing Program. Successful completion of both PSW140 and PSW150 at Sault College will be accepted for Grade 11 Biology SBI3C. Personal Support Worker graduates would still require:

- Grade 12 Chemistry (C) SCH4C or Grade 11 Chemistry (U) SCH3U, and
- Grade 11 Foundations for College Math (C) MBF3C

ACADEMIC RECOMMENDATIONS

To help students in making decisions about a career in Practical Nursing, it is recommended that - prior to admission - they gain an understanding of nursing through some exposure to nurses and the health care field. This may include volunteer work, interviewing a practical nurse, or participating in a career day experience. We strongly recommend that students, for their own personal safety, have the Hepatitis B vaccine prior to entering into the program. We strongly recommend that the students have some computer/word processing experience.

CAREER PATHS

Today's registered practical nurse is a valued member of the health care team. Graduates have employment opportunities in practice settings such as hospitals, community, long-term care and other health care facilities, services and programs. In addition, they may find employment opportunities within other organizations and agencies that require nursing knowledge and expertise. Graduates choosing to work in a specialized area may require additional education or work experience.

In Ontario, the Regulated Health Professions Act (RHPA) and the Nursing Act have conditions for registration that impact Ontario students entering and completing the Practical Nursing program and proceeding to write the registration examinations. These conditions are required to protect public interest. When applying for provincial registration, information must be provided about citizenship, previous incidence of criminal offences, professional misconduct, and incompetence or incapacity in another health profession in Ontario or in nursing in another jurisdiction. Applicants must also provide information about any physical and/or mental disorders that make it desirable, in the public interest, that the person not practise. This new legislation for all individuals requesting registration should be reviewed by students

applying to the Practical Nursing program.

For information on the implications of this new legislation, call the College of Nurses of Ontario at 1-800-387-5526.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$3,261.10	\$1,260.00	\$18,250.10	\$1,910.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Dress Code for Practicum and Labs:

The public we serve and the institutions with which we share contractual agreements expect a neat, well-groomed and professional appearance of the nursing student. A professional image communicates respect, caring and inspires confidence and trust with our clients and others. It is expected that Sault College Practical Nursing students will follow the Dress Code as outlined in the handbook and will also adhere to the policies of the agencies they are involved with. Students who do not comply with the dress code for lab or clinical practicum will be asked to leave the area.

1. Identification

- A Sault College name tag is to be worn and be **visible at all times** in the lab or clinical practicum areas (includes data collection).
- Name tags must identify the full name of the student and the name of the program.
- Name tags may be pin or magnet style and can be purchased from a variety of local retailers.

2. Uniforms/Clothing

When attending lab classes or attending an agency to data collect, student will wear the following:

- Sault College black, collared polo shirt with PN program name embroidered on the front upper left side and black pants (plain, in good repair, with no logos).
- A plain black or white sweater or Sault College PN Program warm-up jacket is permitted for warmth in the lab.
- Clean, solid-coloured athletic shoes with **closed heel and toe** and non-skid soles.

Clinical Placement Uniform:

- A **navy blue coloured uniform top with Sault College logo** and black scrub pants; the uniform will be clean, pressed, in good repair with a fit to allow for reaching and bending without exposing skin.
- A black or white **warm-up jacket** or Sault College PN program jacket may be worn. There is to be no writing or logos on the warm-up jacket.
- **Shoes:** duty shoes or athletic shoes that are solid in colour (white, grey, blue, black) with no logos, closed toe and heel, non-skid sole, clean and in good repair. **Shoes worn in clinical are not to be worn outside of the facility.**

The following equipment is considered part of the uniform for lab/clinical and are required:

- Manual Blood Pressure Cuff

- Dual headed Stethoscope
- Bandage scissors
- Watch with a second hand
- Pen light

3. Jewellery

Jewellery is a source of bacteria and injury to students and clients. The **ONLY jewellery permitted is:**

- a plain wedding band (no stones or ridges)
- Medic Alert chain or bracelet
- Stud earrings (one earring per ear is recommended).

Neck chains, bracelets, facial/oral and body jewellery (chains, loops) are not permitted for safety reasons; further restrictions may be indicated by placement agencies.

Ear lobe expanders must be closed with a neutral-coloured cap; ear bars are not permitted. Students may also be required to conceal visible tattoos that the agency feels are not appropriate.

4. Hair

When providing client care hair is to be:

- Neat, clean, kept out of the eyes and off the face and collar.
- Hair longer than shoulder length is to be tied back and ponytails are not allowed to dangle onto the field of care.
- Facial hair, if present, is to be neatly trimmed and groomed to facilitate mask fit; cultural and religious practices will be taken into consideration on an individual basis.

Extreme hairstyles and unnatural/exotic colours and accessories are not acceptable.

Hats, scarves or headwear are not permitted except those required by religious mandates.

5. Make-up/Nails

Make-up/grooming products, if worn, are to be subdued and **fragrance free**.

Perfume and colognes may not be used. Students should be aware that strong odours may be offensive and cause nausea in some clients; this includes:

- strongly scented shampoos, deodorants and other lotions
- tobacco odour
- body and mouth odour

Nails are to be clean, short and unpolished. No artificial nails are permitted.

NOTE: Clinical agencies may have additional dress code requirements.

Other Supplies:

Student preparation is essential for success; students will be expected to obtain all required and necessary resources (textbooks, workbooks, binders and paper, writing utensils, uniforms, clinical tools).

All students **will be required** to have access to a laptop with the following specifications, to be used for remote learning, in-class and online evaluation:

- i5 processor (or equivalent)
- 8GB of RAM
- 226 SSD (Solid State Disk)

- Windows 11 operating system
- Webcam, microphone capability
- Broadband internet services from a provider or your choice, for off-campus remote delivery or activities

Students will be **required** to download and use Sault College software through LMS for online testing; the use of mobile phones or some notebooks are not compatible with this software and cannot be used for this purpose.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

All placement documentation must be submitted to the appropriate College contact for verification by the program mandated deadlines.

It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College **does not retain copies** of any placement requirements.

Placement agencies have the right to deny access if requirements are not met. Students who do not participate in immunizations or other clinical requirements due to medical contraindication, religious or other reasons who are denied access to the placement setting by an agency will be unable to complete the necessary requirements of the program.

Failure to submit the documentation for any requirements by the expected due date will result in the student being unable to attend clinical placement, resulting in an unsatisfactory grade in the clinical practice course.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

CLINICAL REQUIREMENTS:

- STANDARD FIRST AID
- CPR - Basic Life Support Level (BLS) (annually) with AED, must be for Health Care Providers, no online courses are permitted
- WHMIS (current)
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes, if possible)
- IMMUNIZATIONS (see required immunizations below)
- POLICE VULNERABLE SECTOR CHECK (VSC) with **Negative** results or equivalent (annually) - should be obtained/renewed as close to the start of the academic year as possible. If a Criminal Record is confirmed, contact jennifer.williamson@saultcollege.ca

Clinical Placement Requirements are due as indicated:

- Students entering YEAR 1 of Practical Nursing (3024), due date is **DAY 1** of first semester
- Students entering YEAR 2 of Practical Nursing (3024), due date is **AUGUST 1st**, before returning to semester 3 in the Fall Term.

College Contact for Clinical Requirements: jennifer.williamson@saultcollege.ca

Clinical Requirement Specifics:

Standard First Aid

- Required upon entry to the program, must be current within 3 years
- Must be obtained in Ontario, through a Workplace Safety and Insurance Board (WSIB) approved First Aid and CPR Training Agency
- All aspects of the course are to be delivered in person; online delivery is **NOT acceptable**

CPR BASIC LIFE SUPPORT LEVEL FOR HEALTH CARE PROVIDERS WITH AED (this can and should be booked with your Standard First Aid)

- Must be current within 12 months
- Must be completed in Ontario, through a Workplace Safety and Insurance Board (WSIB) approved First Aid and CPR Training Agency
- All aspects of the course are to be delivered in person; online delivery is **NOT acceptable**

N95 MASK FIT TEST

- Must be current within 2 years
- Must be completed in Ontario
- Testing requires a clean-shaven face for appropriate fitting; students should attempt to be fitted for 2 sizes if possible.

Standard First Aid, CPR (BLS), and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers, as long as they meet the clinical/placement requirement specifications.

WHMIS CERTIFICATE

- Must be completed in Ontario
- Can be obtained free of charge online through LMS from Sault College once the term begins, **OR** access to LMS is permitted (registration must be paid)

POLICE VULNERABLE SECTOR CHECK (VSC)

- Year 1 of Program - Must be current within 12 months
- Year 2 of Program - Do not obtain prior to July, but obtain before August 1 prior to attending semester 3 in the Fall Term
- Must be completed in Ontario
- Must be Level 3 VULNERABLE SECTOR SEARCH
- Must be completed through local or Provincial Police; 3rd party online background checks are **NOT acceptable**
- Only apply through provincial police if you live in an OPP-policed community. A letter may be required by the OPP from the College. If a letter is required, please email jennifer.williamson@saultcollege.ca with your request for a letter.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

- The protection of vulnerable persons;
- The protection of the interests of students;
- The protection of the interests of the placement agencies; and
- The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Check and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

Immunizations:

Documentation as indicated for each item below is required to be submitted to the Sault College Health Centre:

CHICKEN POX (VARICELLA)

1. Two vaccinations after the first birthday, **OR**
2. Blood work (serology) showing immunity

MEASLES (RED MEASLES), MUMPS AND RUBELLA (GERMAN MEASLES)

1. Two vaccinations after the first birthday, **OR**
2. Blood work (serology) showing immunity

TETANUS/DEPHThERIA/PERTUSSIS:

- Proof of booster within last 10 years

TUBERCULIN (TB) SKIN TESTING (MANTOUX):

- A **two-step** Mantoux skin test unless there is documentation of a previous negative two-step Mantoux skin test, then only a single TB test is required.
- Individuals having received a BCG vaccination in the past are still required to have a two-step skin test administered.
- A copy of a chest x-ray is required for any positive skin test.

HEPATITIS B:

1. Receipt of all doses (a series) **AND**
2. Blood work (serology) showing immunity

INFLUENZA (FLU) VACCINE:

- mandatory; the flu vaccine is expected for students in placement in Fall/Winter (October/November)

COVID VACCINE

- mandatory (2 doses); boosters recommended

Notice to International Students:

The necessary immunizations for your program can be obtained **from your home country** and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre. Without this information, it will be necessary to see a health care professional, obtain blood work and possibly, additional immunizations once you arrive.

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check)

must be obtained and completed after your arrival in Ontario.

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

OTHER INFORMATION

For inquiries regarding entry requirements and the application process, please contact the Registrar's Office at: Registrar@saultcollege.ca

For International students, please contact the Onshore Team: Onshore@saultcollege.ca

For other program inquiries, please contact the Program Coordinator: Lori Bertrand, lori.bertrand@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PNG111-3 Anatomy and Physiology I
PNG113-3 Human Relationships
PNG115-3 Nursing Theory I
PNG116-4 Nursing Practice I
PNG117-3 Professional Growth I
GEN100-3 Global Citizenship
PSY120-3 Lifespan Development

SEMESTER 2

PNG121-3 Anatomy and Physiology II
PNG127-3 Health Assessment
PNG130-3 Nursing Theory II
PNG131-16 Nursing Practice II

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

PNG233-4 Pathophysiology I
PNG234-3 Pharmacology I
PNG236-16 Nursing Practice III
PNG237-3 Professional Growth II
PNG238-4 Nursing Theory III

SEMESTER 4

PNG250-3 Pharmacology II

PNG251-4 Pathophysiology II
PNG252-4 Nursing Theory IV
PNG253-10 Nursing Practice IV
PNG254-16 Nursing Practice V

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Anatomy and Physiology I (PNG111) (3 credits)

This course introduces the learner to the normal development, structures and functions of the human body. The learner will examine the physiological components of the human body, in order to obtain knowledge and understanding about how the structures and functions of the body are related.

Human Relationships (PNG113) (3 credits)

This course introduces the learner to the concepts of the professional nurse-client relationship by exploring the concepts of caring, group dynamics and basic interviewing techniques. Utilizing the College of Nurses of Ontario Standard for the Nurse-Client Relationship (Revised 2006) as a foundation, learners will build on their knowledge of therapeutic and professional interactions, and explore their knowledge, skill and attitudes of the helping relationship, leadership and interprofessional care.

Nursing Theory I (PNG115) (3 credits)

This course will introduce the learner to the theoretical and conceptual framework of health and healthy lifestyles, nursing process, concept care mapping and critical thinking. All levels of the health care system will be examined, with a focus on the determinants of health. The dimensions of human needs will be explored with an emphasis on the significance of self-responsibility, culture and the change process. The evolution of Canada's health care delivery system will also be examined.

Nursing Practice I (PNG116) (4 credits)

This course will provide the learner with opportunities to apply concepts and the knowledge acquired in the classroom environment and practice setting. The emphasis will be on promotion of health and wellness of well individuals throughout the lifespan. The learner will be introduced to individuals in selected age groups through simulation, lab practice and community agencies. The learner will gain knowledge in various skills required by individuals in selected age groups which include: hand washing, medical asepsis and isolation techniques, principles of proper body mechanics, hygiene/dressing/grooming care, bed making, assisting with elimination, mobility, ambulation and safe transferring techniques, fire safety, environmental safety assessment. Students are expected to work independently to gain an understanding in the application of medical terminology.

Professional Growth I (PNG117) (3 credits)

This course will examine personal learning styles, the concepts of teaching and learning and their importance in the practice of nursing. The use of information technology will be applied to reading and understanding research reports, and to understand the impact and implications of information and technologies in healthcare. The learner will be introduced to the College of Nurses of Ontario's (CNO) standards of practice and reflective practice process. The learner will explore the evolution of nursing, select nursing theorists and the development of a personal philosophy of nursing

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Lifespan Development (PSY120) (3 credits)

Developmental psychology is the study of the processes that shape human development. Development includes the systematic changes and continuities that occur in people from conception to death. The goals of studying lifespan development are description, explanation and optimization of human development. In this course, the interrelationship of psychological, cognitive and psychosocial development will help inform understanding of the whole being. Nature-Nurture, one of the central issues in the study of development, helps one to understand the interaction between cultural, social and historical impacts and biological maturation. This major issue will be highlighted throughout the course as a reference point for the holistic understanding of human development. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Semester 2

Anatomy and Physiology II (PNG121) (3 credits)

This course is a continuation of Anatomy and Physiology I and will further examine the relationship of body structures and their functions. Understanding of the remaining body systems will provide you with knowledge and understanding about how these systems work together to carry on complex functions within the human body.

Health Assessment (PNG127) (3 credits)

This course will provide the learner with the skills required to conduct a holistic health assessment for a normal healthy individual during all stages of the lifespan. The concepts of wellness, health promotion, health protection and client teaching will be integrated throughout the course.

Nursing Theory II (PNG130) (3 credits)

The course exposes the learner to health promotions and health problems affecting both pregnant women and children and life stages from infancy to older adulthood. The impact of various common health problems at different stages of the life cycle and their functional outcomes in terms of morbidity, mortality, psychological wellbeing, reproduction and growth will be highlighted.

The learner will become familiar with the health and nutritional problems related to growth and

development, assessment of the well-child and the antenatal period. Using a case study approach, learners will focus on health promotion disease prevention and health protection strategies for selected individuals throughout the lifespan. These concepts will be studied as they apply to individuals, families, groups and communities. Vulnerable populations and the impacts of the determinants of health will be discussed as they relate to population health.

Nursing Practice II (PNG131) (16 credits)

This course is comprised of two components: lab theory/practice, and clinical.

The lab theory and practice component of the course further explores the concept of health promotion and health protection with at risk individuals. The learner will gain the knowledge and the skills related to performing basic assessment and nursing skills required to care for the individual in selected age groups including math calculations. The clinical component of the course will provide the learner with opportunities to examine the role of the practical nurse and utilize critical thinking skills to plan and implement nursing care in long term care and simulated clinical settings. The expectation is to safely apply theoretical knowledge and skills from all past and present core nursing courses. The learner is expected to safely and competently care for two clients by the end of this clinical experience.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Pathophysiology I (PNG233) (4 credits)

This course provides the learner with a general understanding and working knowledge of the structure and function of various body systems experiencing both acute and chronic health challenges. Students will examine how various disease states challenge homeostasis and how this impacts structure and function of the various organ systems and the human body. It is expected that the student will bring to this course a competent background in human anatomy and physiology. Included in this course is the study of the basic principles of microbiology.

Pharmacology I (PNG234) (3 credits)

This course introduces the learner to the concepts of pharmacology as selected drug groups are studied. The course will emphasize the role and responsibilities of the practical nurse in the administration and monitoring of client medications. The learner will study the mechanism of action, therapeutic indications and nursing responsibilities (including drug monitoring and management of adverse drug effects). In addition, this course will emphasize common medication dosages, drug calculations, nursing legislation and standards and health teaching. Furthermore, this course will detail the professional implications of medication administration, as learners prepare for their pre-graduate experience. This course is comprised of in-class lecture (theory), which provides the learner the opportunity to discuss and apply pharmacologic concepts.

Nursing Practice III (PNG236) (16 credits)

This course is comprised of three components: clinical, lab theory and practice and math calculations for drug dosages. The clinical component will provide the learner with opportunities to examine the role of the practical nurse when caring for individuals experiencing acute or chronic health challenges. The lab theory and practice component of this course will provide learning to occur through application of theory and practice in the simulation lab setting. The third component of this course will provide the learner with the opportunity to utilize basic

mathematical skills to demonstrate accuracy in calculating drug dosages.

Professional Growth II (PNG237) (3 credits)

This course supports learners in understanding the expectations and responsibilities associated with safe and professional nursing practice. Learners are introduced to the provincial and federal laws which govern nursing care in Ontario, and critically examine approaches related to effective leadership and management. Client advocacy, moral and ethical dilemmas and political action compliment this course, as students begin to explore the transition from Practical Nursing Student to Practical Nurse

Nursing Theory III (PNG238) (4 credits)

This course will focus on assisting the learner to develop a holistic approach to nursing when providing compassionate and culturally safe client care. The learner will gain an understanding of the planning and adapting practice in response to the spiritual beliefs and cultural practices of the client. The learner will gain insight to the importance of supporting clients through informed decision making. A variety of approaches will be utilized and critical thinking strategies will be emphasized as the learner explores the care of individuals, families and/or groups experiencing or predisposed to physical and mental health challenges in a variety of life situations.

The use of research-based evidence and BPG (Best Practice Guidelines) to support learning and collaborative decision making will be utilized. The learner will be provided the opportunity to demonstrate the use critical inquiry to support professional judgment and evidenced informed decision making.

Semester 4

Pharmacology II (PNG250) (3 credits)

This course builds upon the concepts presented in PNG234 (Pharmacology I) and introduces additional select medication classifications as they relate to individuals experiencing illnesses/medical situations across the lifespan. The learner will study the mechanism of action, therapeutic indications and nursing responsibilities (including drug monitoring and management of adverse drug effects). In addition, this course will emphasize common medication dosages, drug calculations, nursing legislation and standards and health teaching. Furthermore, this course will detail the professional implications of medication administration, as learners prepare for their pre-graduate experience. This course is comprised of in-class lecture (theory) and simulation, which provides the learner the opportunity to discuss all pharmacologic concepts.

Pathophysiology II (PNG251) (4 credits)

This course provides the learner with a general understanding and working knowledge of the structure and function of various body systems experiencing both acute and chronic health challenges. The learner will examine changes that occur in the human body and explore how the body compensates for those challenges.

Nursing Theory IV (PNG252) (4 credits)

This course will focus on assisting the learner to develop a holistic approach to nursing when providing compassionate and culturally safe client care. The learner will gain an understanding of the planning and adapting practice in response to the spiritual beliefs and cultural practices of the client. The learner will gain insight to the importance of supporting clients through informed decision making. A variety of approaches will be utilized and critical thinking strategies will be emphasized as the learner explores the care of individuals, families and/or groups

experiencing common chronic physical and mental health challenges requiring rehabilitative, restorative and palliative care. The use of research-based evidence and BPG (Best Practice Guidelines) to support learning and collaborative decision making will be utilized. The learner will be provided the opportunity to demonstrate the use of critical inquiry to support professional judgment and evidenced informed decision making.

Nursing Practice IV (PNG253) (10 credits)

This course is comprised of two components: clinical and lab theory and practice. The clinical component will provide the learner with opportunities to examine the role of the practical nurse when caring for individuals experiencing acute or chronic health challenges. The lab and theory and practice component of this course will provide learning to occur through application of theory and practice in the simulation lab setting. Preparation for preceptorship, registration exams and employment interviews will also be discussed.

Nursing Practice V (PNG254) (16 credits)

This clinical experience will provide the learner with the opportunity to consolidate skills and knowledge at a level approaching that of a beginning graduate. Partnered with a Registered Practical Nurse, as preceptor, the learner will gradually increase nursing practice skills within the professional role. The student must successfully complete all courses from semesters 1, 2, 3 and 4 (a) in order to enter consolidation.

Pre-Health Sciences Pathway to Advanced Diplomas and Degrees

Section B.138
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (3065)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The one-year Pre-Health Sciences Pathway to Advanced Diplomas and Degrees prepares you to exceed your goals in health sciences programs at the diploma, advanced diploma or degree level.

Develop the fundamental knowledge you will need to push your career in health sciences forward now, including:

- Human Anatomy & Physiology
- Biology
- Organic/Inorganic Chemistry
- Mathematics
- Verbal and written communications
- Computer usage in Health Sciences

As you learn, discover the health sciences career you're most passionate about! We know you'll make a difference in whatever path you choose to pursue.

Plus, while you develop new skills, earn valuable credits that may transfer into other post-secondary programs.

Your pathway to showing the world you're a difference-maker begins at Sault College.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Analyze biological concepts such as homeostasis and apply them to the study of human anatomy and physiology.
2. Analyze key concepts and principles of general and organic chemistry and explain the impact of chemical reactions and biochemistry on the human body.
3. Analyze appropriate mathematical concepts to solve typical health-field-related calculations and apply concepts of probability, descriptive and inferential statistics to interpret health and science-related data.
4. Communicate clearly, concisely, and correctly in written, spoken, and visual form using language and terminology appropriate and relevant to health and other science-related fields.
5. Analyze the fundamental laws of physics and discuss how they apply to human health and wellness.
6. Investigate future careers in health sciences and other high affinity fields and identify appropriate postsecondary programs to prepare for chosen career.
7. Discuss strategies for ongoing personal and professional development.

Reference

Ministry of Advanced Education and Skills Development, Pre-Health Sciences Pathways to Advanced Diplomas and Degrees Program Standards (MTCU 41599), March 2017.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

OSSD or equivalent or mature student status.

CAREER PATHS

Upon successful completion of the program, the student will be eligible to apply for admission to the first year of a health and/or science-related advanced diploma or degree program at an Ontario College of Applied Arts and Technology and to many health and/or science-related degree programs at Ontario Universities.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

It is expected that graduates of the Pre-Health Sciences Pathway to Advanced Diplomas and Degrees program will be eligible to apply for admission to multiple health and/or science programs at the advanced diploma and degree level at an Ontario College of Applied Arts and Technology and to many health and/or science programs at the degree level at an Ontario College or University.

The curriculum has been designed to meet subject-specific entrance requirements.

Successful completion of the program does not guarantee entry into any specific program.

Graduates of this program with a minimum overall GPA of 2.8 meet the minimum entrance requirement to the Sault College Practical Nursing program. Graduates of this program with a minimum overall GPA of 3.0 meet the minimum entrance requirement to the Sault College Bachelor of Science in Nursing program.

OTHER INFORMATION

Program College Contact: Ashley Bernardo, ashley.bernardo@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BIO190-4 Biology I for PADD
CHM190-5 Chemistry I for PADD
CMM110-3 College Communication Skills
COM102-3 Computers in Human Services
MTH190-4 Math I for PADD

SEMESTER 2

BIO191-4 Biology II for PADD
CHM191-5 Chemistry II for PADD
MED111-3 Medical Terminology
MTH191-3 Math II for PADD
PHS130-2 Introduction to Canadian Health Care Providers

Course Descriptions

Semester 1

Biology I for PADD (BIO190) (4 credits)

This course will enable the learner to develop a foundation in the fundamental concepts of biological sciences and the application of this knowledge to the systematic study of the human body. The learner will study and explore the following areas: cell chemistry, cell structure and function, human anatomy and physiology for a variety of body systems including integumentary, skeletal (including articulations), muscular, and endocrine. In addition, further topics include cell differentiation and reproduction, molecular genetics, and evolution. The learner will apply these concepts to a systematic approach to the study of the human body. In the context of the study of the various organ systems, the learner will be introduced to common pathologies as a way of better understanding the normal anatomy and physiology of that system. The emphasis will be on understanding the underlying concepts and principles and applying them to the diversity of body systems.

Chemistry I for PADD (CHM190) (5 credits)

In this course, students will examine the fundamental concepts, procedures, and calculations of chemistry. Course work will include examples and problems that relate to health and the human body.

Topics in this course include properties of matter, chemical bonding, atomic and molecular structure, chemical nomenclature, chemical quantities, chemical equations, stoichiometry, the gas laws, and solutions and solubility.

Laboratory investigations in this course will focus on safety, measurement, and common practices and procedures. The purpose of the lab work is to develop practical skills while gaining a better understanding of the theoretical concepts and calculations.

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Computers in Human Services (COM102) (3 credits)

This course is designed to provide students with the level of computer literacy needed to function in today's workplace. Utilizing a hands-on approach, general computer concepts, and the concepts of microcomputer operating systems, Internet, and word processing applications will be introduced. A

personal E-mail account will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment.

Math I for PADD (MTH190) (4 credits)

By the end of this course, students will have demonstrated the ability to evaluate a variety of arithmetic and algebraic expressions and apply these principles to typical situations that arise in health care fields. Concepts studied include numeracy fundamentals, systems of measurement and dimensional analysis, and algebra, with an emphasis on analytical techniques. Linear functions will be studied, and students will demonstrate the ability to graph, describe, and evaluate linear functions. Students will develop essential critical thinking and problem-solving skills through exposure to application problems.

Semester 2

Biology II for PADD (BIO191) (4 credits)

This course will enable the learner to continue to develop a foundation in the fundamental concepts of Biological Sciences and application to the systematic study of the human body. The learner will study and explore the following areas: molecular genetics, human anatomy & physiology for a variety of systems, including the nervous, endocrine, cardiovascular, respiratory, digestive, urinary, reproductive, lymphatic and immune systems, and an introduction to infectious organisms and the processes of infectious diseases. The learner will apply these concepts with a systemic approach to the study of the human body. In the context of the study of the various organ systems, the learner will be introduced to common pathologies with examples taken from current scientific research. The emphasis will be on understanding the underlying concepts and principles, and applying them to a diversity of body systems.

Chemistry II for PADD (CHM191) (5 credits)

In this course, students will apply fundamental concepts and skills from CHM190 to further examine chemical reactions and systems. This course approaches chemistry from a health and human body perspective and includes topics in organic chemistry, redox reactions, energy changes in chemical and physical processes, chemical kinetics, equilibrium systems, and acids and bases.

Laboratory work in this course will focus on applying the scientific method to investigations in chemistry, the human body, and health. The purpose of the lab work is to develop investigative and research skills while gaining a better understanding of the theoretical concepts.

Medical Terminology (MED111) (3 credits)

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.

Math II for PADD (MTH191) (3 credits)

By the end of this course, students will have demonstrated the ability to graph, describe, and evaluate quadratic, exponential, and logarithmic functions. Students will describe important terms used in statistics and differentiate between various sampling methods. Students will use charts and tables to effectively describe and present data. Numerical methods will be used to calculate measures of centre and dispersion, confidence intervals, probability of simple and multi-events, and probabilities and values using normal distribution, including in situations involving the Central Limit Theorem. Critical thinking and problem-solving skills will continue to develop through exposure to application problems including exponential growth, radioactive decay, pH, and probability.

Introduction to Canadian Health Care Providers (PHS130) (2 credits)

This course introduces students to Canadian health care providers involved in the circle of care. It promotes an understanding of the diversity of roles and inter-professional relationships of various health professionals. Students explore the roles of professional associations and the regulatory bodies. Models of health care delivery and key elements of inter-professional health care teams are discussed. Students will also identify ethical and legal issues that impact health care.

Pre-Health Sciences Pathway to Certificates and Diplomas

Section B.139
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (3060)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Develop the skills to push your career in health sciences forward right now!

The one-year Pre-Health Sciences Pathway to Certificates and Diplomas program prepares you to exceed your goals in health sciences and biological/chemical sciences at the certificate and diploma level.

Develop the strong academic skills needed to succeed in further studies as you take important steps in your career journey.

This program helps you develop knowledge and skills in:

- Mathematics
- Communication
- Human anatomy
- Biology
- Physics
- Organic/inorganic chemistry

And while you learn, discover the health sciences career you're most passionate about! We know you'll make a difference in whatever path you choose.

Right now, the world needs more people like you. We can't wait to see what you'll do next!

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Discuss and analyze biological concepts and systems of human biology, specifically cells, tissues and organ systems, and identify their relation to homeostasis, health, wellness and the human body.
2. Discuss the fundamental concepts of chemistry, specifically the properties of matter and organic compounds, and apply them to processes and applications related to health, wellness and the human body.
3. Apply concepts of mathematics and statistics to interpret health care data and solve typical mathematical problems in health care and related science professions.
4. Communicate clearly, concisely, and correctly in written, spoken, and visual form using language and terminology appropriate and relevant to health and other science-related fields.
5. Investigate future careers in health sciences and high affinity fields and identify appropriate postsecondary programs to prepare for chosen career.
6. Discuss strategies for ongoing personal and professional development.

Reference

Ministry of Advanced Education and Skills Development, Pre-Health Sciences Pathways to Certificates and Diplomas Program Standards (MTCU 41598), March 2017.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

OSSD or equivalent or mature student status.

CAREER PATHS

Upon successful completion of the program, the student will be eligible to apply for admission to the first year of a health and/or science-related certificate or diploma program at an Ontario College of Applied Arts and Technology.

The curriculum has been designed to meet subject-specific entrance requirements.

Successful completion of the program does not guarantee entry into any specific program.

EDUCATIONAL PATHS

It is expected that graduates of the Pre-Health Sciences Pathway to Certificates and Diplomas program will be eligible to apply for admission to multiple health and/or science programs in Ontario Colleges of Applied Arts and Technology at the certificate or diploma level.

OTHER INFORMATION

This program will not be offered in the 2020 / 2021 Academic Calendar Year.

Program Coordinator: Leslie Dafoe, (705) 759-2554 ext 2630, leslie.dafoe@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BIO180-4 Biology I for PCD

CHM180-4 Chemistry I for PCD

CMM110-3 College Communication Skills

COM102-3 Computers in Human Services

MTH180-4 Math I for PCD

SEMESTER 2

BIO181-4 Biology II for PCD

CHM181-4 Chemistry II for PCD

MED111-3 Medical Terminology

MTH181-3 Math II for PCD

PHS130-2 Introduction to Canadian Health Care Providers

Course Descriptions

Semester 1

Biology I for PCD (BIO180) (4 credits)

This course will introduce the student to the basic concepts of biology, both general and human. The

course begins with an overview of life and biological systems. This is followed by an introduction to human biology as it relates to health and wellness. Emphasis is placed on organization of the body into cells, tissues and organ systems. Topics include characteristics, classification and organization of life, cell structure and function, meiosis and mitosis, basic Mendelian genetics, homeostasis, and the anatomy and physiology of select human organ systems.

Chemistry I for PCD (CHM180) (4 credits)

In Chemistry for Health Sciences, students will learn the fundamentals of chemistry with real life examples and apply them in processes and applications that relate to health care fields. The concepts studied will include the study of matter and chemical bonding, quantities in chemical reactions, solutions and solubility, acids and bases. In this course, students will examine the fundamental concepts, procedures, and calculations of chemistry. Course work will include examples and problems that relate to health and the human body. Topics in this course include physical and chemical properties of matter, chemical bonding, nomenclature, chemical quantities, chemical reactions, and stoichiometry.

Laboratory investigations in this course will focus on safety, measurement, and common practices and procedures. The purpose of the lab work is to develop practical skills while gaining a better understanding of the theoretical concepts and calculations.

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Computers in Human Services (COM102) (3 credits)

This course is designed to provide students with the level of computer literacy needed to function in today's workplace. Utilizing a hands-on approach, general computer concepts, and the concepts of microcomputer operating systems, Internet, and word processing applications will be introduced. A personal E-mail account will be introduced and used throughout the course to facilitate good communications between students and faculty and simulate the modern work environment.

Math I for PCD (MTH180) (4 credits)

By the end of this course, students will have demonstrated the ability to evaluate a variety of arithmetic and algebraic expressions and apply these principles to typical problems that arise in the health care fields. Concepts studied include numeracy fundamentals; systems of measurement and dimensional analysis; and algebra, with an emphasis on analytical techniques. Students will develop essential critical thinking and problem-solving skills through exposure to application problems, including dosage calculations, solution dilutions, and concentrations.

Semester 2

Biology II for PCD (BIO181) (4 credits)

This course will continue to introduce the student to the basic concepts of biology, both general and human. The course follows topics introduced in Bio180, with a review of the organization of the body into cells, tissues and organ systems. Topics include the anatomy and physiology of following human organ systems: cardiovascular, respiratory, digestive, urinary, integumentary, and lymphatic & immune. In addition, there will be an introduction to infectious organisms. By the end of the course, students will have an appreciation for the complexity of the human body and its functions.

Chemistry II for PCD (CHM181) (4 credits)

In this course, students will continue to examine the fundamental concepts, processes, and calculations of

chemistry. This course approaches chemistry from a health and human body perspective and includes topics in the gas laws, solutions and solubility, acids and bases, biochemical reactions, nomenclature and properties of organic compounds- their nomenclature, structure, properties based on intermolecular forces and reactions. These topics will have a strong health science emphasis and will provide students with a chemistry perspective of health and the human body. The chemistry concepts will continually highlight the connections of chemistry with health, medicine and research areas. Lab work in this course will focus on applying the scientific method to investigations in chemistry, the human body, and health. The purpose of the lab work is to develop investigative and research skills while gaining a better understanding of the theoretical concepts.

Medical Terminology (MED111) (3 credits)

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.

Math II for PCD (MTH181) (3 credits)

By the end of this course, students will have demonstrated the ability to graph, describe, and evaluate linear, quadratic, exponential, and logarithmic functions. Critical thinking and problem-solving skills will continue to develop through exposure to application problems including exponential growth, radioactive decay, and pH. Students will use numerical methods along with graphs, charts, and tables to effectively describe data, calculate the empirical and theoretical probability of simple events using key rules of probability, and apply descriptive and inferential statistics to applications from the health care fields.

Students will develop essential critical thinking and problem-solving skills through exposure to application problems, including dosage calculations, solution dilutions, and concentrations.

Introduction to Canadian Health Care Providers (PHS130) (2 credits)

This course introduces students to Canadian health care providers involved in the circle of care. It promotes an understanding of the diversity of roles and inter-professional relationships of various health professionals. Students explore the roles of professional associations and the regulatory bodies. Models of health care delivery and key elements of inter-professional health care teams are discussed. Students will also identify ethical and legal issues that impact health care.

Professional Nursing Practice - Gerontology and Chronic Illness

Section B.140
2025-07-02

Ontario College Graduate Certificate (1 year - 2 semesters) (3043)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This one-year graduate certificate program is geared to experienced internationally educated nurses holding a four-year bachelor's degree in nursing.

Through theory, labs, simulation, and clinical practice, this program focuses on caring for seniors throughout the continuum of care in a variety of settings. It allows students to deepen their capability to care for seniors who are living with chronic illness and their families. Nursing excellence across the domains of practice is optimized within the context of the Canadian health-care system. A professional socialization framework will be emphasized.

Please note that this program is available only to International students at this time.

PROGRAM OUTCOMES

1. Provide support in a way that meets the needs and expectations of persons, families and populations at the end of life.
2. Uphold the principles of accountability, diversity, equity and dignity in the care of Canadian seniors and their families through the examination of the role of the registered nurse.
3. Integrate nursing research and theoretical underpinnings as they relate to Gerontological nursing practice within the context of the Canadian health-care system in order to determine appropriate responses to using evidence-informed methods and tools.
4. Promote person- and family-centered care and strengthen interprofessional collaborative practice to meet the therapeutic needs of those affected by chronic illness, multiple comorbidities and/or life-limiting illness in clinical, and real-life environments.
5. Differentiate between normal age-related changes and pathological changes in the older adult to support the promotion of healthy aging and disease prevention.
6. Comply with legislation and regulations governing nursing practice within the Canadian health care system in order to provide for safety and security needs.
7. Conduct comprehensive geriatric assessments to design individualized plans of care.
8. Examine and implement professional self-care strategies to optimize resilience in the provision of safe and quality nursing care.

9. Apply leadership strategies at the levels of the professional, organization and health-care system to support positive relationships and decision making in the Canadian healthcare setting.

10. Contribute to the dissemination of the principles of the Canadian Health Policy to increase public awareness of it on the well being of the people

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

For this graduate certificate, applicants must have a four-year accredited bachelor's degree in nursing. Applicants must have registration as a nurse in the country where the original nursing education was obtained.

Applicants should have at least one year of clinical experience in the last two years.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL iBT, or IELTS, or equivalent test to satisfy our English admission requirements.

Minimum test scores required for:

- TOEFL iBT is 88
- IELTS overall band of 6.5, no band less than 6.0

CAREER PATHS

Graduates, who have successfully passed the National Council Licensure Examination (NCLEX-RN) to join the College of Nurses of Ontario, may gain employment as a Registered Nurse.

Registered Nurses provide direct nursing care to patients, deliver health education programs and provide consultative services regarding issues relevant to the practice of nursing. They are employed in a variety of settings including hospitals, nursing homes, extended care facilities, rehabilitation centres, doctors' offices, clinics, community agencies, companies, private homes and public and private organizations or they may be self-employed.

CLINICAL/LAB OR FIELD PLACEMENTS

In order for students to be eligible to complete clinical placement, which is a mandatory component of education, specific clinical requirements must be satisfied, and documentation submitted by the due date identified for the program.

The absence of documentation for any requirements or failure to submit the requirements by the expected due date will result in the student being withdrawn from the course in which clinical placement is an element. Tuition will not be refunded if access to clinical placement is denied.

CLINICAL REQUIREMENTS:

- STANDARD FIRST AID

- CPR - Basic Life Support Level (BLS) (annually) with AED, must be for Health Care Providers, no online courses are permitted
- WHMIS (current)
- N95 MASK FIT TESTING CARD (every 2 years), requires a clean-shaven face for appropriate fitting (recommended: students can/should attempt to be fitted for two sizes if possible)
- IMMUNIZATIONS (see required immunizations below)
- POLICE VULNERABLE SECTOR CHECK (PVSC) (annually), Level 3 Criminal Record Check (should be obtained/renewed as close to the start of the school year as possible, i.e. August)

Clinical Placement Requirements are due as indicated:

- Professional Nursing Practice - Gerontology & Chronic Illness (3043) - Due Date - 4th week of first semester

College Contact for Clinical Requirements: Jennifer.Williamson@saultcollege.ca

Please Note:

All original placement documentation must be submitted to the appropriate college contact by the program mandated deadlines. It is the responsibility of the student to keep up-to-date placement requirement documentation (and copies) to present to faculty and/or placement agencies as required. The College does not retain copies of any placement requirements.

Students are responsible for the full cost of obtaining placement requirements. Tuition is not refunded if access to clinical placement is denied or if proof of requirements is not submitted within the required timeframes.

Notice to International Students:

The necessary immunizations for your program can be obtained from your home country and you will need to submit those immunization records along with the College Health Form to the Sault College Health Centre.

All other requirements (Standard First Aid, CPR, WHMIS, N95 Mask Fit, Police Vulnerable Sector Check) **must be obtained and completed after your arrival in Ontario.**

As per Canadian Immigration policy, all International students completing a program with a practicum (field/clinical placement) component must obtain a Coop/Work Permit from Immigration, Refugees and Citizenship Canada stating that they are permitted to attend practicum as an integral part of their studies. International students will not be able to attend placement without obtaining this permit.

Clinical Requirement Specifics:

Students should endeavor to have all of their requirements completed prior to their program start date. If unable to obtain all requirements prior to the program start date, a list of available resources in the community can be provided. Sault College cannot guarantee that appointment dates or course times will be available prior to identified program deadlines.

Standard First Aid, CPR - BLS, and the N95 Mask Fit Test - are offered through Sault College's Continuing Education Department. You may also access these courses through other providers as long as they meet the clinical/placement requirement specifications.

WHMIS - The WHMIS course is available to registered students free of charge on LMS (Learning Management System). Registration takes place after mid-August and mid-December when tuition has been paid.

Two Step TB Skin Test or Blood Test - Please be advised that the Step Two TB Skin Test is available locally through Algoma Public Health, however, testing, although offered weekly, is limited. It is our suggestion that you schedule this test early so that you complete the requirements by the deadlines listed on this page for your applicable program. Algoma Public Health contact information is (705) 541-7085. In the event that Algoma Public Health is not offering TB skin testing, please contact your health care provider and watch for information regarding clinics on LMS.

Immunizations:

Complete required immunizations prior to the first semester of the program and submit official records, along with the College Health Form, to the Sault College Health Centre.

1. 2 Step TB Skin Test or TB blood test or Clear Chest X-Ray
2. Annual 1 Step TB Test (as needed)
3. Measles/Mumps/Rubella
4. Tetanus/Diphtheria (within 10 years)
5. Chicken Pox (documented proof of immunity)
6. Hepatitis B
7. Influenza Vaccine (October/November)
8. COVID vaccine*

* The Covid-19 pandemic remains a global concern. We encourage you to speak to your healthcare provider regarding the decision to be vaccinated. Please note clinical placement agencies may require evidence of vaccination prior to entry to placement. Further, they may refuse a student entry who has not been vaccinated against Covid-19.

Police Vulnerable Sector Check (PVSC):

For your program, a **Police Vulnerable Sector Check (PVSC)** is required.

The laws, rules and regulations regarding the acquisition of a criminal record check and the Sault College Criminal Record Check Policy shall be enforced and applied in accordance a manner consistent with the Ontario Human Rights Code, the Police Record Checks Reform Act, 2015 and all other applicable statutes or regulations.

Why is a Police Vulnerable Sector Check necessary?

Sault College placements are bound by this policy and the policies of placement providers. Given this, the purpose of a police vulnerable sector check includes but is not limited to the following:

1. The protection of vulnerable persons;
2. The protection of the interests of students;
3. The protection of the interests of the placement agencies; and
4. The protection of the interests of the College and its employees.

Students will be advised of the process to obtain a Police Vulnerable Sector Check during the first month of the first semester or when field placements are confirmed.

Individuals who have charges, pending charges or a criminal conviction for which record suspension has

not been granted, must contact the College Contact listed above for their program. A meeting will be scheduled with the Chair to discuss their ability to participate in experiential learning in order to complete all program graduation requirements. If a student fails to disclose this information, their academic status will be adversely affected. Prospective students should know that if a criminal record exists, the student's ability to complete the academic requirements and graduate from their program may be in jeopardy.

Student questions about the Police Vulnerable Sector Search and the submission of these documents may be made to the College Contact listed above for their program.

Please visit the Sault College Criminal Record Check Policy and procedural information located on the Student Portal. On the Student Portal, select Support Services, then select Forms and Policies.

Students must also sign a Statement of Confidentiality.

OTHER INFORMATION

For more information, contact the Program Coordinator, Liz Ubaldi, at 705-759-2554 ext. 2627 or via email at Liz.Ubaldi@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals
NSG100-5 Practicum 1
NSG101-2 Preparation for Practice
NSG102-3 Nursing Theory & Research
NSG103-3 Holistic Geriatric Health Assessment
NSG104-3 Professional Practice in the Care of the Elderly
NSG105-2 Complex Chronic Health Issues and the Elderly

SEMESTER 2

NSG200-4 Practicum 2
NSG201-2 NCLEX Preparation
NSG202-2 Preparing for Professional Care
NSG203-3 Nursing Leadership and Management
NSG204-2 Policy & Advocacy
NSG205-3 Community Health
NSG206-2 Palliative/End of Life Care
NSG207-2 Objective Structured Clinical Examination (OSCE) Preparation

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Practicum 1 (NSG100) (5 credits)

In the first clinical practicum, students will have opportunities to apply their knowledge and skills in the care of the elderly and those with chronic health challenges. The placement experiences will allow students to exhibit safe, competent, and ethical care. A 2-hour lab each week will focus on skills (including medication administration), theory, critical thinking, use of RNAO Best Practice Guidelines, simulations and scenario testing.

Preparation for Practice (NSG101) (2 credits)

This course prepares students for their practicum through the acquisition of certifications, such as the Gentle Persuasive Approach (GPA); Non-Violent Crisis Intervention; and Mental Health First Aid. Routine clinical requirements will be gathered. Other topics covered in this course are: Infection Control; Occupational Health & Safety; WSIB; WHMIS; Fire Safety; & Workplace Violence. Upon successful completion of this course, students will receive a record of certificates and topic areas completed to add to their professional resume and/or portfolio.

Nursing Theory & Research (NSG102) (3 credits)

This course will build upon previous knowledge regarding research and nursing theory. Students will be expected to further investigate the process of research through comparative analysis of data in the health sciences literature. Students will learn a variety of research methods; basic principles; and critical appraisal. Nursing theories will be reviewed, and any theoretical updates will be studied, as well.

Holistic Geriatric Health Assessment (NSG103) (3 credits)

Examination of a holistic geriatric health assessment will be the focus of this course. Students will learn to use the geriatric health assessment to examine physical, cognitive, and functional ability of the elderly. Students will explore the meaning of health to the elderly and how to care for the elderly by applying the nursing process. Students will be guided in the use of the nursing process, care plan development when applied to case studies.

Professional Practice in the Care of the Elderly (NSG104) (3 credits)

The professional role of the nurse will be examined throughout this course by utilizing simulation, scenarios and case studies. There will be an emphasis on therapeutic communication, relational practice, person-centered care, priority setting, and critical thinking. Geriatric assessments will be incorporated into this course. Concepts related to healthy aging will be studied. Students will also gain insight on the culture and health origins of Canada's Indigenous people.

Complex Chronic Health Issues and the Elderly (NSG105) (2 credits)

This course will focus on the nursing care and well-being of the elderly with complex chronic illnesses. Students will examine the importance of the continuity of care between healthcare agencies and home, as well as community resources that are available to assist the elderly. The most common medications will be reviewed.

Semester 2**Practicum 2 (NSG200) (4 credits)**

In the second clinical practicum, students will have the opportunities to apply their knowledge, skills and abilities gained in previous courses while caring for the elderly in a long-term care setting. Ontario Ministry of Health and Long-Term Care legislation will be examined and applied.

NCLEX Preparation (NSG201) (2 credits)

This course will examine the entry to practice competencies required of a Registered Nurse in Canada. NCLEX preparation will be completed through simulated testing opportunities and review of previous course material.

Preparing for Professional Care (NSG202) (2 credits)

This course will help prepare for the transition from nursing student to a Registered Nurse in Canada. The focus will be for students to develop oneself as the professional nurse. Professional practice and application will also be examined. Students will be supported in résumé development and interview practice.

Nursing Leadership and Management (NSG203) (3 credits)

Leadership and management within the nursing roles will be examined. The professional standard of leadership will be a large focus, as all nurses will have opportunities for leadership in their various roles. Professional socialization within the Canadian healthcare system will be reviewed. This course will utilize reflective practices as a tool to help students acknowledge their personal strengths, as well as their leadership and management qualities.

Policy & Advocacy (NSG204) (2 credits)

This course will explore the role of the registered nurse in influencing public health policy at the community and population levels in Canada. Students will understand the important role that nurses play in the Canadian health system. Advocacy is an essential role of the nurse that will be examined.

Community Health (NSG205) (3 credits)

Students will examine different strategies to address specific community needs. Students will have opportunities to collaborate with community agencies and apply community leadership skills to practice. The promotion, restoration and maintenance of health for individuals and families are stressed during community-based experiences.

Palliative/End of Life Care (NSG206) (2 credits)

The role of the registered nurse during palliative and end-of-life care will be examined. The holistic approach of providing care to a dying person will be explored. The focus of this course will be to provide person-directed and centered palliative and end-of-life support for patients and their families.

Objective Structured Clinical Examination (OSCE) Preparation (NSG207) (2 credits)

This course prepares students for a formal type of graded scenario testing called Objective Structured Clinical Examination (OSCE). Structured life-like scenarios with standardized patients will be offered to students so they can demonstrate their knowledge, skills, and clinical judgement, through the use of the nursing process. Included in this course will be tests to evaluate student knowledge.

Registered Nurse - Prescribing

Section B.141
2025-07-02

Ontario College Graduate Certificate (1 year) (3230)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program is open to domestic applicants only.

This graduate certificate program enables registered nurses (RNs) to expand their role in prescribing medications. In 2023, the Ontario government authorized registered nurses to prescribe medications, subject to specific requirements. This includes addressing certain conditions like contraception, immunizations, smoking cessation, and topical wound care, applicable in long-term care homes and retirement homes. In consultation with stakeholders and using evidence from other jurisdictions to align with legislation, the Registered Nurse – Prescribing program was developed to meet the needs of Ontarians in a safe, efficient way.

Applicants must be a registered nurse with current registration with the College of Nurses of Ontario (CNO) without restrictions, with two years of full-time experience (or equivalent). **This program is open to domestic applicants only** and not available for international students.

The Registered Nurse - Prescribing program is comprised of two 42-hour online, self-paced, courses and one 150-hour clinical practicum placement. Students will have one year to complete all three courses. RNP102 – Advanced Health Assessment (NURS1017) is a pre-requisite for RNP103 – Advanced Pharmacology for Registered Nurse Prescribers (NURS1018), and RNP104 – RNP Clinical Placement (NURS1019). Students will move through each course at their own pace and will have one calendar year to complete the two theory courses and one clinical practicum course.

Registered Nurses will complete their placements under the supervision of a Nurse Practitioner or a Physician in a setting where RN Prescribing is permitted. Students should have a placement location in mind before enrolling in the program. Learners are encouraged to register for their program with the college that is in closest proximity to their preferred clinical placement location.

Sault College is part of a consortium of six Ontario Colleges delivering this program together to Registered Nurses across the province. Consortium colleges are St. Lawrence (lead), Cambrian, Confederation, La Cité, Northern, and Sault.

For more information about the tuition related to the RN Prescribing program, please registrar@saultcollege.ca

[Click here to apply >](#)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

- Ontario College Advanced Diploma, Degree, or equivalent, in Nursing.
- Registered Nurse - current registration with the College of Nurses of Ontario, without restrictions.
- Evidence of direct post-graduation clinical practice hours - 3900 hours within the previous 5 years.
- Applicants will submit along with their application, a letter of intent; letters of reference from their current employer as well as a character reference; and a curriculum vitae articulating evidence of practice.

CLINICAL/LAB OR FIELD PLACEMENTS

- CPR Level C-HCP certification is required for all applicants.
- Up-to-date immunizations in accordance with healthcare standards.
- A clear Criminal Police Information Check (CPIC) with a vulnerable sector check is mandatory.

PROGRAM OF STUDY

SEMESTER 1

RNP102-3 Advanced Health Assessment

RNP103-3 Advanced Pharmacology for Registered Nurse Prescribers

RNP104-5 RNP Clinical Placement

Course Descriptions

Semester 1

Advanced Health Assessment (RNP102) (3 credits)

In this course, you will explore the role of the prescribing Registered Nurse (RN) when assessing client health needs, communicating with the client, and prescribing. Through scenario-based activities, you will use critical thinking and clinical reasoning in clinical decision-making around health information, health history, diagnosis, and treatment. You will demonstrate accuracy and accountability in performing a health assessment on a client, gathering data on health and medication history, and documentation in the client record. You will also use therapeutic communication to obtain informed consent, communicate assessment findings and diagnoses, and establish a follow up plan.

Advanced Pharmacology for Registered Nurse Prescribers (RNP103) (3 credits)

In this course, you will demonstrate accountability, ethical decision-making, professional knowledge, and recognition of personal values when prescribing medication. You will recognize the roles and responsibilities of the prescribing Registered Nurse (RN) and healthcare team, including applicable legislation, laws, College standards, and guidelines when prescribing medication. Through scenario-based practice, you will apply knowledge of pharmacological principles, interactions, safety, accuracy, monitoring, and harm reduction when prescribing medication. You will also obtain informed consent and educate the client on the selection, actions, effects, risks, interactions, and proper use when prescribing medication.

RNP Clinical Placement (RNP104) (5 credits)

In this course, you will integrate previous and new healthcare knowledge and skills into clinical practice settings across the health-illness continuum. When planning, implementing, evaluating, and documenting client care, you will use evidence-informed and strengths-based approaches to apply increasingly complex therapeutic nursing intervention as a RN with the capacity to prescribe medications. You will develop therapeutic relationships with clients and their families to provide care that is client-centered, safe, ethical, and compassionate. You will have opportunities to integrate your nursing knowledge and further develop your clinical skill performance, time management, and leadership abilities. You will incorporate the principles and processes of critical inquiry, relational practice, risk management, priority setting, and quality improvement in the clinical practice setting as a RN prescriber who is a member of an interprofessional health care team.

Sterile Supply Processing

Section B.142

2025-07-02

Certificate (Part-time Continuing Education) (3055)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Graduates of this part-time program will acquire the knowledge and skills for career opportunities in hospitals, surgical centres and health care settings related to the sterilization, preparation and storage of equipment, instruments and supplies. Students will learn critical techniques in safe handling of instrumentation, infection control and aseptic techniques. All theory courses are on-line. Students will learn:

- Apply knowledge of the principles of infection control and personal protection in the decontamination, packaging and sterilization of instruments and equipment.
- Perform decontamination procedures and practices for patient care equipment and surgical
- Prepare equipment and supplies of sterilization.
- Package instruments and supplies.
- Sterilize instruments and supplies
- Clean, check and prepare micro-instruments for sterilization.
- Identify predictable problems in the care and handling of instrumentation.
- Identify the principles of inventory control, sterile storage and distribution of supplies.
- Communicate effectively with co-workers.

This is a part-time program that is offered online via the internet, while the final course (SSP1216) is offered via independent study and can be started at any time. Online courses begin every January, May and September. Some online courses begin each month.

This program is available on a course by course basis. Students may choose to complete one or more courses each semester. Students in this program are not eligible for OSAP funding. Courses within this program must be completed within 7 years, unless otherwise specified.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Graduates of this part-time program will acquire the knowledge and skills for career opportunities in hospitals, surgical centres and health care settings related to the sterilization, preparation and storage of equipment, instruments and supplies. Students will learn critical techniques in safe handling of instrumentation, infection control and aseptic techniques.

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <https://www.jobbank.gc.ca/>

CLINICAL/LAB OR FIELD PLACEMENTS

Fieldwork experience provides the student with the opportunity to apply classroom theory to an actual employment situation. Students with experience in the sterile processing field may apply for prior learning assessment (PLAR).

All applicants will be required to submit documentation of having completed the following procedures prior to entering clinical/lab, identified courses and/or field placement components of the program. If the appropriate documentation is not received with at least two weeks before the start of the identified clinical/lab/course and/or field placement, it may be necessary to withdraw the student from the course.

- **A current (within six months) Police Record Search.** This is required by students as they are enrolled in a program during which they will have unsupervised access to vulnerable persons
- **Immunization and Health Record Form.** This form includes the following immunization requirements: Two-step TB test, Immunity against measles, mumps and rubella, current tetanus, diphtheria immunization, current influenza immunization.
- **Statement of Confidentiality Form, WSIB, and Workplace Agreement Form.** These forms will be given to you to sign prior to your fieldwork placement.
- **WHMIS.**

All costs associated with these requirements are the responsibility of the student.

OTHER INFORMATION

Some hospitals may also require reprocessing staff to complete the CSAOs (Central Service Association of Ontario) course and hold CSAO or CSA certification.

PROGRAM OF STUDY

SEMESTER 1

OEL1210-3 Microbiology and Infection Control for Sterile Processing
OEL1211-3 Identification, Care and Handling of Instrumentation
OEL1212-3 Decontamination Principles, Procedures and Practices
OEL1213-2 Assembly, Wrapping, Packaging of Instrumentation, Supplies
OEL1214-3 Disinfection and Sterilization Concepts and Techniques
OEL1215-2 Sterile Storage, Inventory Control, Management of Resources
OEL306-3 Medical Terminology
SSP1216-3 Sterile Supply Processing Placement

Course Descriptions

Semester 1

Microbiology and Infection Control for Sterile Processing (OEL1210) (3 credits)

Introduces the SPT to the sterile processing role and environment, microbiology, infection control, aseptic technique and workplace environmental hazards.

Identification, Care and Handling of Instrumentation (OEL1211) (3 credits)

Introduces the student to instrument classification, specifics of proper handling techniques and recognition of common problems related to instrument usage.

Decontamination Principles, Procedures and Practices (OEL1212) (3 credits)

Introduces students to the principles of decontamination including instrument/equipment disassembly, various methods of cleaning/disinfecting, use of decontamination equipment (automated), proper workflow, standard precautions and the safe handling of sharps and medical bio-hazardous waste

materials.

Assembly, Wrapping, Packaging of Instrumentation, Supplies (OEL1213) (2 credits)

This course introduces students to the proper techniques for the assembly, wrapping and/or packaging of surgical instruments, supplies and patient care equipment. Advances in surgical technique have resulted in the regular use of a wide assortment of complex and sophisticated surgical instrumentation. Healthcare professionals need to make sure these delicate and expensive items are protected, and sterilized according to the medical device manufacturer's written instructions to minimize and eliminate patient risk.

Disinfection and Sterilization Concepts and Techniques (OEL1214) (3 credits)

Introduces the key principles and factors affecting sterilization and monitoring sterilization cycles. Common types of sterilization processes will be explored.

Sterile Storage, Inventory Control, Management of Resources (OEL1215) (2 credits)

Introduction to sterile storage, inventory control distribution systems including the case cart system, portering, and stock rotation.

Medical Terminology (OEL306) (3 credits)

Develop the language required to communicate effectively in a medical setting. Medical terminology and word structure related to twelve body systems will be studied. Terminology related to basic diagnostic procedures and basic pharmacology will be included.

Sterile Supply Processing Placement (SSP1216) (3 credits)

Select your 40-hour placement to apply learned theory to a sterile processing setting. You will be required to have successfully completed all sterile supply processing courses, a completed health form, current CPR, negative criminal record (dated within 1 month of placement).

Anishinaabemowin - Immersion

Section B.143
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (1031)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This program is only available by request for in-community delivery.

This unique Ontario College Certificate program is the only one of its kind found in Ontario Community Colleges. Students will have the opportunity to become immersed in the Ojibwe language 95% of the course time. Utilizing an immersion-based approach to learning language, this program is designed to enable students to develop a level of conversational fluency in which to effectively communicate in Ojibwe. Implementation of originally designed curriculum and utilization of effective teaching modes will provide students with a learning environment that is not only conducive to language learning but also provides a connection to First Nation traditions, culture and values.

One of the few Native language immersion certificates offered in North America, this program of study is for those wanting to grasp the nuances and grammatical structures of the Ojibwe language as you become fluent in speaking, writing and understanding.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

CAREER PATHS

Graduates will possess a level of competency with the Ojibwe language and culture that will increase their marketability in linguistic, educational, social service and the criminal justice fields in relation to dealing with Aboriginal communities and clients.

EDUCATIONAL PATHS

Graduates of the Anishinaabemowin language program may use their knowledge as a stepping stone for further education. Discussions are currently underway to formalize articulation agreements for advanced standing in degree programs with other post-secondary institutes.

PROGRAM OF STUDY

SEMESTER 1

NLG100-6 Odibaaajimotaadwin I (Storytelling I)

NLG102-6 Zhibiigewin I (Writing I)

NLG104-6 Namewin I (Cultural Identity I)

NLG106-6 Nigamowin I (Singing I)

SEMESTER 2

NLG110-6 Odibaajimotaadwin II (Storytelling II)
NLG112-6 Zhibiigewin II (Writing II)
NLG114-6 Namewin II (Cultural Identity II)
NLG116-6 Nigamowin II (Singing II)

Course Descriptions

Semester 1

Odibaajimotaadwin I (Storytelling I) (NLG100) (6 credits)

This course is an introduction to basic storytelling methods and legends. Through the use of a variety of exercises in the oral tradition, students will begin to develop competency in speaking the language. Use of a language lab will be available to provide students with special assistance required for pronunciation. Emphasis is placed on listening to and speaking the language.

Zhibiigewin I (Writing I) (NLG102) (6 credits)

This course is designed to introduce students to the structure of Ojibwe orthography. Students will have the opportunity to read and compose written text in the language as well as begin to explore Ojibwe storytelling, legends and oratory. Emphasis is placed on reading and writing the Ojibwe language.

Namewin I (Cultural Identity I) (NLG104) (6 credits)

The course will begin to explore Native values and spirituality and, in particular, how Anishinaabemowin reflects culture. Orthography learned in Zhibiigewin I will be reinforced. Emphasis will be placed on listening in order to develop language comprehension.

Nigamowin I (Singing I) (NLG106) (6 credits)

Nigamowin utilizes a variety of contemporary and traditional songs to reinforce learning. Students will have the opportunity to comprehend and learn songs in the Anishinaabemowin as well as begin to translate a variety of songs. Students will begin to recognize the role of tradition and ritual in the art of singing.

Semester 2

Odibaajimotaadwin II (Storytelling II) (NLG110) (6 credits)

This course is designed to reinforce concepts learned in Odibaajimotaadwin I. Students will begin to consolidate and develop their ability to use the Ojibwe language in oral communication. The course aims to expand the students' active vocabulary for everyday dialogue.

Zhibiigewin II (Writing II) (NLG112) (6 credits)

A continuation of Zhibiigewin I, this course will reinforce concepts introduced in Zhibiigewin I. Consisting of advanced writing exercises, such as translation of text in Ojibwe and English, emphasis will be placed on proper sentence structure and grammar.

Namewin II (Cultural Identity II) (NLG114) (6 credits)

Namewin II will expand on the concepts learned in Namewin I. Students will be exposed to opportunities to participate and observe in ceremonial practises and observances conducted in the Ojibwe language. Students will also explore the concepts of traditional versus contemporary (Western) world views.

Nigamowin II (Singing II) (NLG116) (6 credits)

A continuation of Nigamowin I, emphasis will be placed on speaking/singing in the Ojibwe language. Students will refine language skills and develop self-confidence and self-discipline in language learning through rehearsal, practice and revision.

Biidaaban Indigenous Foundations

Section B.144
2025-07-02

Ontario College Certificate (1 Year - 2 semesters) (1140)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The first intake of this program will begin in September 2025.

Biidaaban can be described in Anishinaabemowin as that time when dawn arrives in the East, a time of new beginnings. Biidaaban is an oral and visual way of communicating what is happening. The sun rises in the East, where we welcome life, new beginnings, and transformation.

If you are interested in developing and expanding your transferable skills to build on your academic or career journey, this program will be a great fit for you. This one-year Ontario College Certificate is intended for both Indigenous and non-Indigenous learners.

The Indigenous perspective, knowledge, and worldview covered in this program will nurture academic growth and workplace skills, respectful of the relationship and responsibilities of Anishinaabe teachings. You will learn the importance of balance, gain confidence, and explore courses of interest. This program will enhance your math, writing, and learning skills.

Upon graduation, you will be able to apply the Indigenous values, knowledge, and worldviews, taking with you the teachings of harmony, balance, wholistic wellness, and living a good life. Several courses may be transferred to other Sault College programs if you choose to move into a diploma program right here, including programs in Business, Community Services, Culinary, Health, Engineering Technology, School of Natural Environment, and Skilled Trades. **Please be advised that entrance into other Sault College programs may be subject to additional admission requirements.*

Program language of instruction is English.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

An Ontario Secondary School Diploma (OSSD) or equivalent, mature student status.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit

your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of this program will be prepared to enter into various Sault College program areas, including, Justice Studies, Culinary, Community Services, Technology and Trades, School of Natural Environment, Health and Business.

OTHER INFORMATION

Program College Contact: Tammy Ross, tammy.ross@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCO118-3 Computer Applications for Business I
CMM110-3 College Communication Skills
HDG122-3 Personal and Academic Success Strategies
HDG124-2 Transitioning from Land Based Learning
MTH106-3 Trades Mathematics
NSW136-3 Mino Bimaadiziwin
Electives:

In addition to major courses, students will complete one elective course in semester 1.

SEMESTER 2

BIF100-4 Land Based Learning
NET152-3 Traditional Ecological Knowledge
NSW135-3 Introduction to Anishinaabemowin
SSC110-3 Introduction to Indigenous Canada
Electives:

In addition to major courses, students will complete one elective course in semester 2.

Course Descriptions

Semester 1

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2019 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis. An overview of MS Word will also be included in this course.

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Transitioning from Land Based Learning (HDG124) (2 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning and developing emotional intelligence. In addition, you will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Trades Mathematics (MTH106) (3 credits)

This course for construction techniques and home inspection technician programs begins with a review of fundamental concepts including arithmetic operations. Some theoretical concepts and topics in proportion and variation, measurement, geometry, and trigonometry will be covered. These concepts and topics will be reinforced by the use of practical problems to make the current topic relevant to the students needs. Aspects of business math pertaining to the construction field will be introduced.

Mino Bimaadiziwin (NSW136) (3 credits)

This course will introduce students to the Indigenous worldview and teachings that support mino-bimaadiziwin, living the good life. Students will be introduced to Anishinaabe concepts that cover life teachings on living a balanced life, with self, others, and our environment. This course will highlight the importance of reciprocal relationships and responsibilities and a commitment to the teachings that guide one on a lifelong path of living the good life.

Semester 2

Land Based Learning (BIF100) (4 credits)

The Indigenous land-based learning course provides students opportunities to learn on and from the land. Students gain an understanding about the reciprocal relationship between Indigenous peoples, the land and all living beings. Students will explore Indigenous land-based knowledge systems from a seasonal lens and will incorporate story telling as an integral aspect of learning the lessons of the seasons and the land. Throughout this course students will be participating and engaging in land-based activities, taking the classroom outdoors.

Traditional Ecological Knowledge (NET152) (3 credits)

Indigenous peoples of Canada have various dynamic and diverse cultures that reflect a tightly-woven connection between the environment and identity, lifestyles and values. Traditional Ecological Knowledge, TEK, results from thousands of years of intimate knowledge of the environment shared by generations of Indigenous peoples around the world. Students will explore TEK through traditional stories from regions across the country, recognizing that TEK is specific to local ecosystems, and be exposed to a holistic framework to respectfully understand Indigenous knowledge systems. Various Canadian Indigenous cultures and pre and post contact histories will create connections between the environment and human values to better understand historical and current issues. This course meets the General Education Theme #3, Social and Cultural Understanding.

Introduction to Anishinaabemowin (NSW135) (3 credits)

This course will introduce students to Anishinaabemowin, one of the oldest languages in North America that was originally passed down orally from elders to younger generations. Students will learn the basic skills of listening, speaking, writing and reading introductory words and phrases. Through practical application students will also learn the connection language has to spirituality, stories, songs and oral traditions. Concepts of the Medicine Wheel and the Seven Grandfather teachers will guide students to be able to use basic words and phrases that reflect the Anishinaabe good life, values and beliefs, and traditions. This is an introductory course and prior knowledge of the Anishinaabe language is not required.

Introduction to Indigenous Canada (SSC110) (3 credits)

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and the current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

Social Service Worker - Indigenous Specialization

Section B.145
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1221)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The real you is rooted in your community. And we're inspired by it. The Social Service Worker – Indigenous Specialization program will help you gain the knowledge and tools needed for you to guide, support, and empower individuals, families, and entire communities.

Dedicated to student success, this program opens doors for you to provide effective social service worker intervention from a holistic Indigenous lens. Once you graduate, you will be prepared with the tools necessary to support and address social, cultural, and political issues. Foster balance in the physical, emotional, mental, and spiritual aspects for individuals, families, and communities. With the combination of theory, hands-on learning, and fieldwork placements, you will be prepared to work with Indigenous and non-Indigenous populations, helping them overcome barriers.

If you're not ready to stop your education there, we offer five pathway-to-degree opportunities for you to choose to complete both your diploma and degree in as little as four years.

Once you earn your diploma, you will be eligible to register with the Ontario College of Social Workers and Social Service Workers, setting you on the path to a rewarding career in social services.

Get ready to make a meaningful difference in the lives of those you support with the Social Service Worker – Indigenous Specialization program.

PROGRAM OUTCOMES

A graduate of the Social Service Worker Indigenous Specialization Program at Sault College will reliably demonstrate the ability to:

1. develop respectful and collaborative professional and interpersonal relationships that adhere to professional, legal, and ethical standards aligned to social service work.
2. record information accurately and communicate effectively in written, digital, verbal and non-verbal ways, in adherence to privacy and freedom of information legislation, in accordance with professional and workplace standards.
3. integrate a practice framework within a service delivery continuum, addressing the needs of individuals, families and communities at micro, mezzo, macro and global levels, and work with them in achieving their goals.
4. plan and implement accessible and responsive programs and services, recognizing the diverse needs and experiences of individuals, groups, families and communities, and meeting these needs.
5. examine current social policy, relevant legislation, and political, social, historical, and/or economic systems and their impacts for individuals and communities when delivering services to the user/client.
6. develop strategies and approaches that support individual clients, groups, families and communities in

building the capacity for self-advocacy, while affirming their dignity and self-worth.

7. work from an anti-oppressive, strengths-based practice, recognizing the capacity for resilience and growth of individuals and communities when responding to the diverse needs of marginalized or vulnerable populations to act as allies and advocates.

8. develop strategies and approaches to implement and maintain holistic self-care as a member of a human service profession.

9. work with individuals, groups, families and their communities to ensure that service provider strategies promote social and economic justice, and challenge patterns of oppression, discrimination and harassment, and sexual violence with clients, coworkers and communities.

10. develop the capacity to work with the Indigenous individual, families, groups and communities while respecting their inherent rights to self-determine, and to identify and address systemic barriers that produce ill-effects, developing appropriate responses using approaches such as trauma informed care practice.

11. respectfully collaborate with Indigenous individuals, families and communities to facilitate change considering the historical impact of legislation and social systems on the Indigenous Canadian culture and experience.

12. integrate culturally appropriate strategies and Indigenous methods of healing practices to help empower individuals and communities to solution build within an aboriginal worldview and context.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

As a Social Service Worker - Indigenous Specialization (SSW-IS) graduate you may find employment a variety of private, governmental, and Indigenous Specific programs in areas of mental health, education, addictions, outreach, family services and social welfare.

As a graduate of the program you would bring the core skills required of a social service worker professional with a level of cultural competence to provide culturally appropriate services.

Please note that many workplaces will require a driver's licence for their job postings. Consider starting the process of acquiring your licence early on in your program, so that you may have a greater opportunity for employment upon graduation.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary

\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00
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These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

Apply What You Learn

In the second year of this program, you will be able to gain valuable work experience and apply the things you learn in class by visiting and working in agencies, treatment centres, youth facilities, women's drop-in centres, and other places where you can apply the skills you learn while studying with us. You will participate in a total of 550 hours of field placement in social service work settings during your second year.

The Field Placement Officer will meet with students at the beginning of semester two to introduce and provide guidance on obtaining the field placement requirements. All costs associated to these requirements are the responsibility of the student.

Mandatory Field Placement Requirements

(I) A current Police Record Check – Vulnerable Sector Check. This is required by students as you will be participating in a placement during which you may have unsupervised access to vulnerable persons. For detailed information about the Vulnerable Sector Check requirement or if you are a person with a police record or charge, please refer to the [Criminal Record Check Policy](#).

(II) Immunization & Health Record Form: This form includes the following immunization requirements:

a) Immunity against measles, mumps, and rubella.

b) Current tetanus-diphtheria.

We strongly recommend that students, for their own personal safety, have the Hepatitis B vaccine. Students are also encouraged to have a current influenza immunization as this may be a requirement of some fieldwork settings.

(III) Current Certification in Standard First Aid & CPR Level C.

(IV) Completion of the Workplace Hazardous Materials Information System (WHMIS 2015), and additional health and safety certificates, all free of charge, and offered through the College once a student is registered.

(V) You will need to have a G.P.A. of 2.0 or higher in order to be considered for placement.

(VI) You must sign a SSW-IS Program Statement of Confidentiality Form prior to field placement.

EDUCATIONAL PATHS

Professional Designation

As a graduate of the Social Service Worker-Indigenous Specialization program you will be eligible for registration with the [Ontario College of Social Workers and Social Service Workers](#) (OCSWSSW), subject to applicable fees and membership requirements. The OCSWSSW is a professional regulatory body which recognizes and regulates the social work and social service work profession, creating standards of practice

and a professional designation for anyone with the designation of social worker or social service worker.

Employment Opportunities

Upon graduation, you will bring a unique voice to your career that reflects a distinct set of knowledge and skills, demonstrating competence in the social services workers skill areas with a specialized focus on issues affecting Indigenous people. You may find jobs in private, governmental and First Nation programs in areas such as mental health, education, youth detention, addictions, outreach, family services and social welfare with individuals, families and communities.

Further Education

Past graduates of the program have gone on to university in areas of social work, sociology, community development, teaching as well as specialized in addictions or Anishinaabemowin & Indigenous Studies. Each university may differ on which credits transfer and are eligible for advanced credit. You are encouraged to research your university of choice to determine if current articulation agreements are in place or how that university recognizes college credits.

As a graduate, you will also have the option of earning a three year Child & Youth Care Diploma in only two academic years. This dual diploma option is available according to a predetermined educational map that provides you with one full year of advanced standing in the CYC program at Sault College.

OTHER INFORMATION

Program College Contact: Corinne Onovo, corinne.onovo@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
NSW100-3 Addictions: Individuals, Family and Community
NSW101-3 Foundations for Balanced Practice
NSW114-3 Understanding Indigenous Wellness in Canada
SSW126-3 Introduction to Trauma Informed Care
NSW111-3 Human Behaviour and Social Environment
NSW136-3 Mino Bimaadiziwin

SEMESTER 2

CMM235-3 S.S.W. Documentation and Record Keeping
NSW102-4 Capacity Building for Communities
NSW104-3 Canadian Social Welfare and Indigenous Social Policies
NSW107-3 The Parallel Worlds of Mental Health
NSW125-4 Working with Families
NSW135-3 Introduction to Anishinaabemowin
NSW203-3 Essential Skills for Social Services

SEMESTER 3

NSW200-4 Groups for Multi-Cultural Practice
NSW205-3 Fieldwork Seminar for Social Service I

NSW208-7 Fieldwork Placement for Social Services I
NSW214-4 Incorporating Indigenous Healing Methods into Practice
PSY120-3 Lifespan Development

SEMESTER 4

NSW212-11 Fieldwork Placement - Social Services II
NSW216-3 Fieldwork Seminar For Social Services II
NSW221-3 Crisis Intervention

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Addictions: Individuals, Family and Community (NSW100) (3 credits)

An addiction interferes with the healthy lifestyle of an individual, their family and their community. Students will gain an understanding of the impact of addictions on the physical, social, mental, spiritual and emotional aspects related to the consequences of addictive behaviours with theoretical and practical applications.

Foundations for Balanced Practice (NSW101) (3 credits)

Students will be introduced the field of social work and social service work, its values and ethics as a profession. Social work theories that guide the action of practice will be introduced. Students will learn to assess strengths and limitations from individual and community perspectives. Alternative outlooks based in Indigenous ways of knowing on problem solving, self-concept and growth will be explored through the 7 Grandfathers and Medicine Wheel teachings. The teachings of the Sacred Tree will provide a basis for course work.

Understanding Indigenous Wellness in Canada (NSW114) (3 credits)

This course will provide students with an in-depth examination of Indigenous history, worldview and culture in Canada. By exploring pre-contact and colonial history students will gain an understanding of the experiences and impacts of colonization on indigenous wellness and identity. Students will also discover how wellness is impacted as they explore contemporary issues relating to indigenous and government relations, such as policies rights and responsibilities.

Introduction to Trauma Informed Care (SSW126) (3 credits)

In SSW practice, it is not uncommon that trauma and the impacts of trauma are present in the lives of those that SSW's support. Social Service Work practice involves working marginalized individuals, families, groups, and communities within a variety of organizational and community contexts. This course will introduce the student to the impacts of trauma on individuals, families, and communities and how to intervene with a trauma informed care approach. This course will lay the foundation of trauma informed care and prepare the student to apply and expand on this knowledge in subsequent courses.

Human Behaviour and Social Environment (NSW111) (3 credits)

A paradigm is a combination of concepts, values, assumptions, and practices that represent a way of understanding and relating to the world around us. This course will provide students the opportunity to examine and compare both traditional and alternative paradigms to inspect the correlation of human behaviour and the social environment. Students explore their understanding of the person in the environment to develop an increased awareness of multiculturalism and diversity. Through this examination, students become exposed to the complex aspects of individual, family, community and global relations.

Mino Bimaadiziwin (NSW136) (3 credits)

This course will introduce students to the Indigenous worldview and teachings that support mino-bimaadiziwin, living the good life. Students will be introduced to Anishinaabe concepts that cover life teachings on living a balanced life, with self, others, and our environment. This course will highlight the importance of reciprocal relationships and responsibilities and a commitment to the teachings that guide one on a lifelong path of living the good life.

Semester 2**S.S.W. Documentation and Record Keeping (CMM235) (3 credits)**

Record keeping is essential to social service work practice, and reflects professional values and legal and ethical obligations. Documentation supports professional observations, assessment and intervention strategies, and promotes integrated care and delivery of services that address client goals. In this course, students critically approach client interactions and produce documentation that is objective, culturally safe, and client centred. Emphasis is placed on research and applied writing skills reflective of the SSW profession, workplace practices, and legal frameworks relevant to Ontario. Through documentation, students further develop their professional skills and competence in strengths-based, anti-oppressive practice.

Capacity Building for Communities (NSW102) (4 credits)

The concept of community is intrinsically tied to the Indigenous cultural identity. Collective identity can be empowering or the target of oppression. Community organizers work to help communities build or regain the capacity to change and/or grow. Capacity involves attaining knowledge and skills to build and change. Mastering these skills creates a sense of empowerment. Belief in the ability to accomplish change is essential to capacity building.

Canadian Social Welfare and Indigenous Social Policies (NSW104) (3 credits)

This course will provide an introduction to Canadian social welfare and policies, and Indigenous Social Policies. Focus at the micro, mezzo and macro levels of Social Service Work are guided directly by social policies. In examining the evolution, devolution and consequences of social policies on the general Canadian population and specifically Indigenous populations, students gain key pieces of understanding social issues in the context of larger structural pieces. This course will examine critical analyses of historical and current legislation, social policies and practices related to child welfare, education, health care and criminal justice in Canada which will begin development of skills necessary for effective practice.

The Parallel Worlds of Mental Health (NSW107) (3 credits)

Effective social service work in this area provides knowledgeable guidance and support for individuals and families. Students will gain an education on the multiple aspects and perspectives involved with this population. Parallel worlds of mental health include formal and informal systems, personal and professional realities and multi-cultural components. The course will inform students on mental disorders,

available medications and alternative paths. Canadian Mental Health policy and legislation will also be explored.

Working with Families (NSW125) (4 credits)

This course will examine the family system and methods for approaching family life cycle dilemmas through a strength based and holistic approach. As a family moves through the family life cycle they will face many development challenges, however, some families will also be faced with more intense challenges, such as abuse. Students will examine the aspects of abuse in the family and recognize the role of advocacy, intervention and prevention by understanding the impacts, patterns and services of abuse within families. In addition students will explore the challenges imposed on the First Nation family system since European contact by learning how the family balanced life through a system of collective responsibilities. In consideration of the diversity of the modern family and the diverse challenges the family system encounters students will discover how the family system can move through family system dilemmas and identify resources that contribute to individual and collective wellness.

Introduction to Anishinaabemowin (NSW135) (3 credits)

This course will introduce students to Anishinaabemowin, one of the oldest languages in North America that was originally passed down orally from elders to younger generations. Students will learn the basic skills of listening, speaking, writing and reading introductory words and phrases. Through practical application students will also learn the connection language has to spirituality, stories, songs and oral traditions. Concepts of the Medicine Wheel and the Seven Grandfather teachers will guide students to be able to use basic words and phrases that reflect the Anishinaabe good life, values and beliefs, and traditions. This is an introductory course and prior knowledge of the Anishinaabe language is not required.

Essential Skills for Social Services (NSW203) (3 credits)

This course covers the fundamental phases and skills required in helping processes. Self-awareness and ethical decision-making contribute to the evolution of a personalized helping style. Integrating knowledge and theory into action during practical self-appraisals, role plays and practice-oriented assignments form the core of this course.

Semester 3

Groups for Multi-Cultural Practice (NSW200) (4 credits)

The field of social work focuses on the person in the environment. Social Services Workers will consistently use skills related to group dynamics in their work with clients, colleagues and communities. This course will cover the various types of groups and techniques necessary to work effectively with groups. The unique considerations for work with multicultural groups will be addressed. Students will gain an understanding of the differences between the concepts of professional groups and circles.

Fieldwork Seminar for Social Service I (NSW205) (3 credits)

Fieldwork Seminar I provides the students with an opportunity to meet as a group to share their fieldwork experience. This course is designed to integrate students' increased awareness and understanding of professional self, workplace expectations, ethics and professionalism. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Fieldwork Placement for Social Services I (NSW208) (7 credits)

There are several significant hands-on experiences which enhance academic learning. The opportunity to apply acquired skills and to be exposed to the working environment is critical to the successful completion of a balanced education. Students in the Social Services Worker-Indigenous Specialization (SSW-IS) Program will gain an awareness of the skills required and challenges evident in the field of social services. The placement experience should be marked by self-initiative and active participation on the part of students. Students will be placed in local Indigenous and non-Indigenous services in urban and First Nation

Communities for two days/week for a total of 150 hours. During this time, they will actively participate as a service team member, within guidelines set by agencies and fieldwork supervisors. Students in the SSW-IS program become familiar with the agency in context of the network of services available to apply skills and address a variety of issues in our communities.

Incorporating Indigenous Healing Methods into Practice (NSW214) (4 credits)

Through an experiential learning approach, students will explore how to incorporate Indigenous healing methods in social service work practice. Throughout the semester, students will be exposed to different traditional healing methods within Indigenous cultures including the use of medicines, ceremonies, sharing circles, and traditional healers to achieve spiritual, mental, physical and emotional balance. This course involves hands on experience with medicines and instruction on how to use traditional teachings with clients.

Lifespan Development (PSY120) (3 credits)

Developmental psychology is the study of the processes that shape human development. Development includes the systematic changes and continuities that occur in people from conception to death. The goals of studying lifespan development are description, explanation and optimization of human development. In this course, the interrelationship of psychological, cognitive and psychosocial development will help inform understanding of the whole being. Nature-Nurture, one of the central issues in the study of development, helps one to understand the interaction between cultural, social and historical impacts and biological maturation. This major issue will be highlighted throughout the course as a reference point for the holistic understanding of human development. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Semester 4

Fieldwork Placement - Social Services II (NSW212) (11 credits)

Fieldwork Placement II builds on the orientation process of Fieldwork Placement I. During the final semester students will apply their acquired skills and knowledge in the placement setting by contributing as an active member of the organization. The placement experience will rely on the student's increased initiative and self-awareness as a professional helper. Students will demonstrate their core social service worker skills and apply the concepts of the Seven Grandfathers and the Medicine Wheel into their framework of practice.

Fieldwork Seminar For Social Services II (NSW216) (3 credits)

Fieldwork Seminar II provides the students with an opportunity to meet as a group to share their fieldwork experience. This course promotes the incorporation of self-initiative and personal responsibility to the workplace and ultimately, the community. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Crisis Intervention (NSW221) (3 credits)

Informed and confident contact is the most effective way to serve clients in crises. In this course, students will be introduced to the theory and application of crisis intervention as a problem-solving approach to crisis resolution. The crisis intervention mode will be applied within the framework of various crises.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Social Service Worker - Indigenous Specialization (Thunder Bay)

Section B.146
2025-07-02

Ontario College Diploma (2 Years - 5 Semesters) (1223)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The real you is rooted in your community. And we're inspired by it. The Social Services Worker – Indigenous Specialization program helps students gain the knowledge and tools they need to guide, support, and empower individuals, families and entire communities.

Dedicated to student success, this program opens doors for the graduate to provide effective social service worker intervention from a holistic Indigenous lens. The program prepares graduates with the tools necessary to support and address social, cultural and political issues to foster balance in the physical, emotional, mental and spiritual aspects for individuals, families and communities. With the combination of theory, hands on learning and fieldwork placement you will be prepared to work with Indigenous and non-Indigenous populations to overcome barriers.

Upon completion of your program, you'll be eligible to register with the College of Social Work and Social Service Workers.

Are you a Canadian citizen or permanent resident and currently unemployed? If so, you may qualify for second career funding for this program! To learn more about your options and how to get started, contact us at studentrecruitment@saultcollege.ca

PROGRAM OUTCOMES

A graduate of the Social Service Worker Indigenous Specialization Program at Sault College will reliably demonstrate the ability to:

1. develop respectful and collaborative professional and interpersonal relationships that adhere to professional, legal, and ethical standards aligned to social service work.
2. record information accurately and communicate effectively in written, digital, verbal and non-verbal ways, in adherence to privacy and freedom of information legislation, in accordance with professional and workplace standards.
3. integrate a practice framework within a service delivery continuum, addressing the needs of individuals, families and communities at micro, mezzo, macro and global levels, and work with them in achieving their goals.
4. plan and implement accessible and responsive programs and services, recognizing the diverse needs and experiences of individuals, groups, families and communities, and meeting these needs.
5. examine current social policy, relevant legislation, and political, social, historical, and/or economic systems and their impacts for individuals and communities when delivering services to the user/client.
6. develop strategies and approaches that support individual clients, groups, families and communities in building the capacity for self-advocacy, while affirming their dignity and self-worth.

7. work from an anti-oppressive, strengths-based practice, recognizing the capacity for resilience and growth of individuals and communities when responding to the diverse needs of marginalized or vulnerable populations to act as allies and advocates.
8. develop strategies and approaches to implement and maintain holistic self-care as a member of a human service profession.
9. work with individuals, groups, families and their communities to ensure that service provider strategies promote social and economic justice, and challenge patterns of oppression, discrimination and harassment, and sexual violence with clients, coworkers and communities.
10. develop the capacity to work with the Indigenous individual, families, groups and communities while respecting their inherent rights to self-determine, and to identify and address systemic barriers that produce ill-effects, developing appropriate responses using approaches such as trauma informed care practice.
11. respectfully collaborate with Indigenous individuals, families and communities to facilitate change considering the historical impact of legislation and social systems on the Indigenous Canadian culture and experience.
12. integrate culturally appropriate strategies and Indigenous methods of healing practices to help empower individuals and communities to solution build within an aboriginal worldview and context.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status.

CAREER PATHS

As a Social Service Worker - Indigenous Specialization (SSW-IS) graduate you may find employment a variety of private, governmental, and Indigenous Specific programs in areas of mental health, education, addictions, outreach, family services and social welfare.

As a graduate of the program you would bring the core skills required of a social service worker professional with a level of cultural competence to provide culturally appropriate services.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$970.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

Apply What You Learn

In the second year of this program, you will be able to gain valuable work experience and apply the things you learn in class by visiting and working in agencies, treatment centres, youth facilities, women's drop-in centres, and other places where you can apply the skills you learn while studying with us. You will participate in a total of 550 hours of field placement in social service work settings during your second year.

The Field Placement Officer will meet with students at the beginning of semester two to introduce and provide guidance on obtaining the field placement requirements. All costs associated to these requirements are the responsibility of the student.

Mandatory Field Placement Requirements

(I) A current Police Record Check – Vulnerable Sector Check. This is required by students as you will be participating in a placement during which you may have unsupervised access to vulnerable persons. For detailed information about the Vulnerable Sector Check requirement or if you are a person with a police record or charge, please refer to the [Criminal Record Check Policy](#).

(II) Immunization & Health Record Form: This form includes the following immunization requirements:

- a) Immunity against measles, mumps, and rubella.
- b) Current tetanus-diphtheria.

We strongly recommend that students, for their own personal safety, have the Hepatitis B vaccine. Students are also encouraged to have a current influenza immunization as this may be a requirement of some fieldwork settings.

(III) Current Certification in Standard First Aid & CPR Level C.

(IV) Completion of the Workplace Hazardous Materials Information System (WHMIS 2015), and additional health and safety certificates, all free of charge, and offered through the College once a student is registered.

(V) You will need to have a G.P.A. of 2.0 or higher in order to be considered for placement.

(VI) You must sign a SSW-IS Program Statement of Confidentiality Form prior to field placement.

EDUCATIONAL PATHS

Professional Designation

As a graduate of the Social Service Worker-Indigenous Specialization program you will be eligible for registration with the [Ontario College of Social Workers and Social Service Workers](#) (OCSWSSW), subject to applicable fees and membership requirements. The OCSWSSW is a professional regulatory body which recognizes and regulates the social work and social service work profession, creating standards of practice and a professional designation for anyone with the designation of social worker or social service worker.

Employment Opportunities

Upon graduation, you will bring a unique voice to your career that reflects a distinct set of knowledge and skills, demonstrating competence in the social services workers skill areas with a specialized focus on issues

affecting Aboriginal people. You may find jobs in private, governmental and First Nation programs in areas such as mental health, education, youth detention, addictions, outreach, family services and social welfare with individuals, families and communities.

Further Education

Past graduates of the program have gone on to university in areas of social work, sociology, community development, teaching as well as specialized in addictions or Anishinaabemowin & Indigenous Studies. Each university may differ on which credits transfer and are eligible for advanced credit. You are encouraged to research your university of choice to determine if current articulation agreements are in place or how that university recognizes college credits.

As a graduate, you will also have the option of earning a three year Child & Youth Care Diploma in only two academic years. This dual diploma option is available according to a predetermined educational map that provides you with one full year of advanced standing in the CYC program at Sault College.

OTHER INFORMATION

This program runs out of the Thunder Bay Campus, through our partnership with Oshki-Pimache-O-Win The Wenjack Education Institute (Oshki-Wenjack)

Program College Contact: Corinne Onovo, corinne.onovo@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM110-3 College Communication Skills
NSW101-3 Foundations for Balanced Practice
NSW105-3 Fieldwork Placement 1A
NSW106-1 Fieldwork Seminar 1A
PSY120-3 Lifespan Development
SSW126-3 Introduction to Trauma Informed Care

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 2

NSW104-3 Canadian Social Welfare and Indigenous Social Policies
NSW114-3 Understanding Indigenous Wellness in Canada
NSW116-1 Fieldwork Seminar 1B
NSW120-4 Fieldwork Placement 1B
NSW125-4 Working with Families
NSW111-3 Human Behaviour and Social Environment

SEMESTER 3

NSW100-3 Addictions: Individuals, Family and Community
NSW107-3 The Parallel Worlds of Mental Health
NSW203-3 Essential Skills for Social Services
NSW217-2 Groups for a Multicultural Practice I
NSW250-3 Fieldwork Placement for Social Services II A
NSW253-1 Fieldwork Seminar for Social Services II A

SEMESTER 4

CMM235-3 S.S.W. Documentation and Record Keeping
NSW214-4 Incorporating Indigenous Healing Methods into Practice
NSW227-2 Groups for a Multicultural Practice II
NSW251-4 Fieldwork Placement for Social Services II B
NSW254-1 Fieldwork Seminar II B
NSW136-3 Mino Bimaadiziwin

SEMESTER 5

NSW102-4 Capacity Building for Communities
NSW135-3 Introduction to Anishinaabemowin
NSW221-3 Crisis Intervention
NSW252-4 Fieldwork Placement II C
NSW255-1 Fieldwork Seminar II C

Course Descriptions

Semester 1

College Communication Skills (CMM110) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning of messages and respond appropriately; produce coherent, clear paragraphs and essays; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Foundations for Balanced Practice (NSW101) (3 credits)

Students will be introduced the field of social work and social service work, its values and ethics as a profession. Social work theories that guide the action of practice will be introduced. Students will learn to assess strengths and limitations from individual and community perspectives. Alternative outlooks based in Indigenous ways of knowing on problem solving, self-concept and growth will be explored through the 7 Grandfathers and Medicine Wheel teachings. The teachings of the Sacred Tree will provide a basis for course work.

Fieldwork Placement 1A (NSW105) (3 credits)

The opportunity to apply acquired skills and to be exposed to the working environment is critical to the successful completion of a balanced education. Students in the Social Service Worker - Native Specialization Program will gain an awareness of the skills required and challenges evident in the field of social services. The placement experience should be marked by self-initiative and active participation on the part of students.

Fieldwork Seminar 1A (NSW106) (1 credits)

Fieldwork Seminar 1A provides the students with an opportunity to meet as a group to share their fieldwork experience. This course is designed to integrate students' increased awareness and understanding of professional self, workplace expectations, ethics and professionalism. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Lifespan Development (PSY120) (3 credits)

Developmental psychology is the study of the processes that shape human development. Development includes the systematic changes and continuities that occur in people from conception to death. The goals of studying lifespan development are description, explanation and optimization of human development. In this course, the interrelationship of psychological, cognitive and psychosocial development will help inform

understanding of the whole being. Nature-Nurture, one of the central issues in the study of development, helps one to understand the interaction between cultural, social and historical impacts and biological maturation. This major issue will be highlighted throughout the course as a reference point for the holistic understanding of human development. In addition, to studying human development in a systematic way, students will gain a personal understanding of their own lives in the context of lifespan development.

Introduction to Trauma Informed Care (SSW126) (3 credits)

In SSW practice, it is not uncommon that trauma and the impacts of trauma are present in the lives of those that SSW's support. Social Service Work practice involves working marginalized individuals, families, groups, and communities within a variety of organizational and community contexts. This course will introduce the student to the impacts of trauma on individuals, families, and communities and how to intervene with a trauma informed care approach. This course will lay the foundation of trauma informed care and prepare the student to apply and expand on this knowledge in subsequent courses.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 2

Canadian Social Welfare and Indigenous Social Policies (NSW104) (3 credits)

This course will provide an introduction to Canadian social welfare and policies, and Indigenous Social Policies. Focus at the micro, mezzo and macro levels of Social Service Work are guided directly by social policies. In examining the evolution, devolution and consequences of social policies on the general Canadian population and specifically Indigenous populations, students gain key pieces of understanding social issues in the context of larger structural pieces. This course will examine critical analyses of historical and current legislation, social policies and practices related to child welfare, education, health care and criminal justice in Canada which will begin development of skills necessary for effective practice.

Understanding Indigenous Wellness in Canada (NSW114) (3 credits)

This course will provide students with an in-depth examination of Indigenous history, worldview and culture in Canada. By exploring pre-contact and colonial history students will gain an understanding of the experiences and impacts of colonization on indigenous wellness and identity. Students will also discover how wellness is impacted as they explore contemporary issues relating to indigenous and government relations, such as policies rights and responsibilities.

Fieldwork Seminar 1B (NSW116) (1 credits)

Fieldwork Seminar 1B provides the students with an opportunity to meet as a group to share their fieldwork experience. This course is designed to integrate students' increased awareness and understanding of professional self, workplace expectations, ethics and professionalism. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Fieldwork Placement 1B (NSW120) (4 credits)

The opportunity to apply acquired skills and to be exposed to the working environment is critical to the successful completion of a balanced education. Students in the Social Service Worker - Indigenous Specialization Program will gain an awareness of the skills required and challenges evident in the field of social services. The placement experience should be marked by self-initiative and active participation on the part of students.

Working with Families (NSW125) (4 credits)

This course will examine the family system and methods for approaching family life cycle dilemmas through a strength based and holistic approach. As a family moves through the family life cycle they will face many development challenges, however, some families will also be faced with more intense challenges, such as abuse. Students will examine the aspects of abuse in the family and recognize the role of advocacy, intervention and prevention by understanding the impacts, patterns and services of abuse within families. In addition students will explore the challenges imposed on the First Nation family system since European contact by learning how the family balanced life through a system of collective responsibilities. In consideration of the diversity of the modern family and the diverse challenges the family system encounters students will discover how the family system can move through family system dilemmas and identify resources that contribute to individual and collective wellness.

Human Behaviour and Social Environment (NSW111) (3 credits)

A paradigm is a combination of concepts, values, assumptions, and practices that represent a way of understanding and relating to the world around us. This course will provide students the opportunity to examine and compare both traditional and alternative paradigms to inspect the correlation of human behaviour and the social environment. Students explore their understanding of the person in the environment to develop an increased awareness of multiculturalism and diversity. Through this examination, students become exposed to the complex aspects of individual, family, community and global relations.

Semester 3

Addictions: Individuals, Family and Community (NSW100) (3 credits)

An addiction interferes with the healthy lifestyle of an individual, their family and their community. Students will gain an understanding of the impact of addictions on the physical, social, mental, spiritual and emotional aspects related to the consequences of addictive behaviours with theoretical and practical applications.

The Parallel Worlds of Mental Health (NSW107) (3 credits)

Effective social service work in this area provides knowledgeable guidance and support for individuals and families. Students will gain an education on the multiple aspects and perspectives involved with this population. Parallel worlds of mental health include formal and informal systems, personal and professional realities and multi-cultural components. The course will inform students on mental disorders, available medications and alternative paths. Canadian Mental Health policy and legislation will also be explored.

Essential Skills for Social Services (NSW203) (3 credits)

This course covers the fundamental phases and skills required in helping processes. Self-awareness and ethical decision-making contribute to the evolution of a personalized helping style. Integrating knowledge and theory into action during practical self-appraisals, role plays and practice-oriented assignments form the core of this course.

Groups for a Multicultural Practice I (NSW217) (2 credits)

The field of social work focuses on the person in the environment. Social Services Workers will consistently use skills related to group dynamics in their work with clients, colleagues and communities. This course will cover the various types of groups and techniques necessary to work effectively with groups. The unique considerations for work with multicultural groups will be addressed. Students will gain an understanding of the differences between the concepts of professional groups and circles.

Fieldwork Placement for Social Services II A (NSW250) (3 credits)

Fieldwork Placement II builds on the orientation process of Fieldwork Placement I. During the final semester students will apply their acquired skills and knowledge in the placement setting by contributing as an active member of the organization. The placement experience will rely on the student's increased

initiative and self-awareness of a professional helper. Students will demonstrate their core social service worker skills and apply the concepts of the Seven Grandfathers and the Medicine Wheel into their framework of practice.

Fieldwork Seminar for Social Services II A (NSW253) (1 credits)

Fieldwork Seminar II A provides the students with an opportunity to meet as a group to share their fieldwork experience. This course promotes the incorporation of self-initiative and personal responsibility to the workplace and ultimately, the community. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Semester 4

S.S.W. Documentation and Record Keeping (CMM235) (3 credits)

Record keeping is essential to social service work practice, and reflects professional values and legal and ethical obligations. Documentation supports professional observations, assessment and intervention strategies, and promotes integrated care and delivery of services that address client goals. In this course, students critically approach client interactions and produce documentation that is objective, culturally safe, and client centred. Emphasis is placed on research and applied writing skills reflective of the SSW profession, workplace practices, and legal frameworks relevant to Ontario. Through documentation, students further develop their professional skills and competence in strengths-based, anti-oppressive practice.

Incorporating Indigenous Healing Methods into Practice (NSW214) (4 credits)

Through an experiential learning approach, students will explore how to incorporate Indigenous healing methods in social service work practice. Throughout the semester, students will be exposed to different traditional healing methods within Indigenous cultures including the use of medicines, ceremonies, sharing circles, and traditional healers to achieve spiritual, mental, physical and emotional balance. This course involves hands on experience with medicines and instruction on how to use traditional teachings with clients.

Groups for a Multicultural Practice II (NSW227) (2 credits)

The field of social work focuses on the person in the environment. Social Services Workers will consistently use skills related to group dynamics in their work with clients, colleagues and communities. This course will cover the various types of groups and techniques necessary to work effectively with groups. The unique considerations for work with multicultural groups will be addressed. Students will gain an understanding of the differences between the concepts of professional groups and circles.

Fieldwork Placement for Social Services II B (NSW251) (4 credits)

Fieldwork Placement II builds on the orientation process of Fieldwork Placement I. During the final semester students will apply their acquired skills and knowledge in the placement setting by contributing as an active member of the organization. The placement experience will rely on the student's increased initiative and self-awareness as a professional helper. Students will demonstrate their core social service worker skills and apply the concepts of the Seven Grandfathers and the Medicine Wheel into their framework of practice.

Fieldwork Seminar II B (NSW254) (1 credits)

Fieldwork Seminar II B provides the students with an opportunity to meet as a group to share their fieldwork experience. This course promotes the incorporation of self-initiative and personal responsibility to the workplace and ultimately, the community. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Mino Bimaadiziwin (NSW136) (3 credits)

This course will introduce students to the Indigenous worldview and teachings that support mino-bimaadiziwin, living the good life. Students will be introduced to Anishinaabe concepts that cover life teachings on living a balanced life, with self, others, and our environment. This course will highlight the importance of reciprocal relationships and responsibilities and a commitment to the teachings that guide one on a lifelong path of living the good life.

Semester 5

Capacity Building for Communities (NSW102) (4 credits)

The concept of community is intrinsically tied to the Indigenous cultural identity. Collective identity can be empowering or the target of oppression. Community organizers work to help communities build or regain the capacity to change and/or grow. Capacity involves attaining knowledge and skills to build and change. Mastering these skills creates a sense of empowerment. Belief in the ability to accomplish change is essential to capacity building.

Introduction to Anishinaabemowin (NSW135) (3 credits)

This course will introduce students to Anishinaabemowin, one of the oldest languages in North America that was originally passed down orally from elders to younger generations. Students will learn the basic skills of listening, speaking, writing and reading introductory words and phrases. Through practical application students will also learn the connection language has to spirituality, stories, songs and oral traditions. Concepts of the Medicine Wheel and the Seven Grandfather teachers will guide students to be able to use basic words and phrases that reflect the Anishinaabe good life, values and beliefs, and traditions. This is an introductory course and prior knowledge of the Anishinaabe language is not required.

Crisis Intervention (NSW221) (3 credits)

Informed and confident contact is the most effective way to serve clients in crises. In this course, students will be introduced to the theory and application of crisis intervention as a problem-solving approach to crisis resolution. The crisis intervention mode will be applied within the framework of various crises.

Fieldwork Placement II C (NSW252) (4 credits)

Fieldwork placement II builds on the orientation process of Fieldwork Placement I. During the final semester students will apply their acquired skills and knowledge in the placement setting by contributing as an active member of the organization. The placement experience will rely on the student's increased initiative and self-awareness as a professional helper. Students will demonstrate their core social service worker skills and apply the concepts of the Seven Grandfathers and the Medicine Wheel into their framework of practice.

Fieldwork Seminar II C (NSW255) (1 credits)

Fieldwork Seminar II C provides the students with an opportunity to meet as a group to share their fieldwork experience. This course promotes the incorporation of self-initiative and personal responsibility to the workplace and ultimately, the community. In addition, each seminar group will become adept at processing experiences in a concise and effective manner. This is accomplished under the guidance of their primary instructor.

Computer Networking and Cyber Security

Section B.147
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (2193)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The first intake of this program will begin in September 2026.

The internet is global—and so are cyber threats. The Computer Networking and Cyber Security diploma program will equip you with the in-demand skills to help organizations secure, manage, and protect their digital networks.

Through hands-on experience, you'll develop in-depth skills in installing, configuring, securing, and testing both cloud and on-premises network solutions. Gain a solid foundation in Network+, Security+, Cisco, Microsoft Azure, Oracle Cloud, and VMware.

Coursework mirrors real-world scenarios using virtual machines, routers, switches, firewalls, IoT devices, web servers, VPN servers, database servers, and wireless networks.

In your final semester, complete a capstone project where you'll design, secure, and test a full network solution. You'll work with VPNs, firewalls, cryptography, and access control, compile a disaster recovery plan, and apply testing procedures. This project may also provide the opportunity to collaborate with local organizations or the Sault College Applied Research Office to solve real-world networking and cybersecurity challenges.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma (OSSD), Mature student, or equivalent, Grade 12 English (C or U), and Grade 12 Mathematics (C, M or U).

CAREER PATHS

A strong demand for graduates exists. Graduates may seek employment in a wide range of positions such as: Information systems analysts and consultants, Computer network technicians, Information systems testing technicians, Cybersecurity Specialists, and Computer Network and Web Technicians.

Tentative Fees - First Year of Study

Full-time domestic and international tuition and ancillary fees for the September 2026 intake:

- Domestic - Tuition - \$2,716.50*
- Domestic - Ancillary - \$1,250*
- International - Tuition - \$15,469.40*
- International - Ancillary - \$1,900*

*These fees are for one year of study (2 semesters) in Program 2193 beginning in the Fall of 2026 for the

2026-2027 academic year and are subject to change. Fees will be adjusted in February 2026.

EDUCATIONAL PATHS

Graduates of the two-year Computer Programming diploma program can enter this second diploma program with advanced standing, as the two programs share the same first semester, and receive credit for three of the five courses in semester two.

Graduates of this Computer Networking and Cyber Security diploma may choose to continue into Sault College's Cybersecurity graduate certificate program.

OTHER INFORMATION

Program College Contact: Rodney Martin, rodney.martin@saultcollege.ca

Program College Contact: Sam Laitinen, sam.laitinen@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
CSD110-4 Introduction to Programming
CSD113-4 Computing Environments and Tools
CSD122-5 Hardware, OS, and Networks
MTH123-3 Computer Mathematics
GIS100-3 Exploring GIS

SEMESTER 2

CSA103-4 Business Applications I
CSD123-4 Databases I
CSD125-3 Emerging Technology
CSN101-4 Windows Server Administration
CSN102-4 Network Routing and Switching

SEMESTER 3

CSD318-4 Project Management
CSN211-4 Linux Administration
CSN212-4 Cloud Networks
CSN213-4 Network Security and Cyber Defence
CSN214-4 Advanced Routing and Switching
GEN100-3 Global Citizenship

SEMESTER 4

CSN215-4 Wireless Networks and VPNs
CSN216-4 Network Design and Virtualization
CSN217-4 Network Automation and AI
CSN218-4 Internet of Things
CSN299-4 Capstone Course

Select one of the following:

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Computing Environments and Tools (CSD113) (4 credits)

Students will acquire the skills necessary to operate and manage industry-standard Windows and Unix-style operating systems. Topics may include file permissions, network file transfer, web and DNS server configuration, virtual machines, container systems, and others depending on program needs and student interest. Students will gain hands-on experience using command line and secure shells like Bash and PowerShell, and will learn how to use version control systems like Git to track changes in software code files.

Hardware, OS, and Networks (CSD122) (5 credits)

Students receive an overview of computer hardware, software, and networking to expose them to the foundational technologies on which all computer software operates. The hardware components of a typical computer system are studied as well as system level software such as operating systems and device drivers. An introduction to assembly language programming gives students the ability to write assembly language programs, then compile and execute for performance reasons or to interact directly with hardware in ways unsupported by the higher-level languages. The essentials of networking are studied using working hardware to experiment with networking communication, resource sharing, and encryption.

Computer Mathematics (MTH123) (3 credits)

Learners in this course explore mathematical concepts that strengthen understanding of the computer programming skills acquired in this program. Number systems, linear algebra, discrete mathematics, graphs, and statistics are investigated with regard to their application in computer programming, data analysis, and machine learning. Emphasis is placed on developing logical thinking skills and an algorithmic

approach to problem-solving.

Exploring GIS (GIS100) (3 credits)

This course introduces Geographic Information Systems (GIS) technology and its applications in various fields such as urban planning, environmental science, natural resource management, public health, and criminology. Using GIS software, students will explore real-world scenarios through spatial analysis by identifying patterns and trends that can lead to solutions and impact future decision making opportunities.

Semester 2

Business Applications I (CSA103) (4 credits)

Information technology professionals must be comfortable using tools that support their workplace operations. In this course, learners work with communication and presentation solutions to effectively deliver and communicate in the workplace. Business skills are acquired using spreadsheets, databases, and organizational secure storage platforms. Using Power BI, learners will produce data analytics outputs from hands-on applications using geographic information systems and databases.

Applications used in this course may include Outlook, Excel, PowerPoint, SharePoint, MS-Project, Power BI, MS SQL Server, and ArcGIS.

Databases I (CSD123) (4 credits)

Databases are employed for data storage and retrieval in most software systems. Learners in this course are introduced to relational and non-relational (NoSQL) databases and their typical uses. By interacting with real databases, students gain an understanding of the importance of normalization and the advantages and disadvantages of the relational and non-relational models. Students use SQL to manipulate and query relational databases and gain hands-on experience with the use of non-relational databases.

As part of this course, students use popular database systems, which may include MySQL, SQLite, MongoDB, etc.

Emerging Technology (CSD125) (3 credits)

It is important for professionals to remain cognizant of the trajectory of changes in the rapidly evolving field of information technology. Through research and prototyping, students in this class explore topics of interest currently emerging in tech. A final presentation gives students opportunity to practice communication skills and share findings with their colleagues.

Windows Server Administration (CSN101) (4 credits)

Students will apply hands-on skills in cyber-security management of Cloud-based and on-premises Windows network environments. The course utilizes defense strategies through an understanding of system and file permissions, password and account security, group policy, registry, encryption, and firewall management. Cyber Security best practices using the zero trust framework model will be implemented to secure and protect data from unauthorized users and cyber-criminals.

Network Routing and Switching (CSN102) (4 credits)

This course builds upon knowledge gained and provides further insight into the operation of routers, switches, and other equipment in a network environment. You will learn about networking using a layered approach and how to configure a router and a switch for functionality using actual network equipment. By the end of the course, you will have a good understanding of TCP/IP, Subnetting, Routing, Layer 2 Switching, Virtual LANs, and Network Address Translation.

Semester 3

Project Management (CSD318) (4 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. Students will study and apply techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Students will acquire practical skills in assignments and in a team-based project that will lead to a culminating Capstone Project in their final term.

Linux Administration (CSN211) (4 credits)

When properly configured, Linux can serve as one of the most stable, secure, and performance-oriented operating systems available. It serves as a key component in enterprise virtualization and cloud service offerings and is used extensively in the computer forensics and cybersecurity space. In this course, students will learn how to install, configure, and administer a Linux system. More specifically, they will gain a solid working knowledge of system and network administration, cloud technologies, security tools, and more.

Cloud Networks (CSN212) (4 credits)

The Cloud has become the destination for many new and existing networks and Network and Cyber employees must adjust to the new environment. In this course, students will gain practical hands-on skills working in the Cloud using a variety of vendor platforms where they can create virtual machines, virtual networks, administer users and groups, apply security policies, control IOT devices and more.

Network Security and Cyber Defence (CSN213) (4 credits)

This course will study the theory and hands on procedures required to monitor and secure a network. Edge and internal security principles will be studied in order to protect the network from both external and internal threats. The course will explore the principles of Network Security Monitoring along with its implementation and configuration. It delivers technical knowledge, insight, and hands-on training needed to prepare a network against and monitor a network for intrusion.

Advanced Routing and Switching (CSN214) (4 credits)

This course builds upon knowledge gained and provides further insight into the operation of routers, switches, and other equipment in a network environment. Students will learn about networking using a layered approach and how to configure a router and a switch for functionality using actual network equipment. By the end of the course, students will have a good understanding of TCP/IP, Subnetting, Routing, Layer 2 Switching, Virtual LANs, and Network Address Translation.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and

Cultural Understanding General Education themes.

Semester 4

Wireless Networks and VPNs (CSN215) (4 credits)

This vendor-neutral course explores the physical and theoretical aspects of wireless network signals, wireless devices, protocols and security. Topics include wireless standards, radio frequency fundamentals, spread spectrum technologies and wireless intrusion and site survey fundamentals. Students will implement virtual private network (VPN) technologies to provide secure communications and configuration for client-to-site and site-to-site VPN solutions. The learner will apply hands-on activities using various vpn protocols and methods in establishing and testing their secure vpn connections. Security policies and rules will be planned then implemented on the VPN networks.

Network Design and Virtualization (CSN216) (4 credits)

This course will examine the business-needs based design of enterprise networks. Analysis will focus on selecting technologies to securely implement backbone, distribution and access layers utilizing the most appropriate protocols. Models are used to answer management, security, resiliency, and flexibility concerns in office, mobile, virtual, cloud and data centre environments. Students will deploy and manage a virtual infrastructure, taking into account the security considerations.

Network Automation and AI (CSN217) (4 credits)

Students in this course will use artificial intelligence and automated software solutions to improve the efficiencies of the organizations networks.

Internet of Things (CSN218) (4 credits)

The Internet of Things (IoT) technology is growing at a rapid rate. In this both hands-on and theory course, students will identify the many areas of IOT and particular how they connect including connections to the web and IOT networks and apps.

Capstone Course (CSN299) (4 credits)

In this capstone project course, the learner will plan, design, configure, secure then test a complete networking solution. The platform will incorporate both security, wireless and vpn policy solutions that include cryptography, authentication, access control, firewalls and network security. The installation of a secure VPN server will be required allowing users remote access to the network. A disaster recovery plan will be assembled as part of supporting the network and data. Network penetration and testing procedures will be applied to the network. The learner may collaborate with local organizations, the college's Applied Research Centre, or embark on a network solution of their choice. The learner will be individually graded on the assessment of their overall networking solution.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Computer Programming

Section B.148

2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (2095)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Computer Programming program has a comprehensive curriculum that will transform you into a highly skilled, in-demand professional ready to make your mark on the digital world!

Learn in hardware and software environments that mirror the industry-standard networks and platforms you'll encounter in your career. Hey, we don't want you to become outdated technology.

Work on innovative projects and develop your skills in Python, Java and JavaScript, and apply your skills to the writing of standalone and web-based DBMS applications. Integrate your skills in a mentored capstone project in your final semester.

As a Computer Programming graduate, you can continue with a third year to complete our Computer Programming and Analysis advanced diploma program or further your studies with our Cybersecurity or Networking and Security Architecture (NASA) graduate certificate programs.

If you're interested in a university degree in computer science, you can apply earned Sault College credits to continue your studies at our partnering institution Algoma University. You can complete your Bachelor of Computer Science degree in only one or two more years with our [pathways to a degree](#).

Complete a semester-long project where you will gain real-world experience by analyzing and improving a process or system for a business, individual, or community by developing a prototype software system. Connect with local businesses to identify areas needing improvement and then design and develop your software prototype to support the business based on identified issues.

Employers are looking for you. IT is an integral part of businesses across the globe, but you already know this. Let's team up to smash your goals in the IT sector. What do you say?

PROGRAM OUTCOMES

A graduate of Computer Programming at Sault College will reliably demonstrate the ability to:

1. identify, analyze, develop, implement, verify and document the requirements for a computing environment.
2. contribute to the diagnostics, troubleshooting, documenting and monitoring of technical problems using appropriate methodologies and tools.
3. implement and maintain secure computing environments.
4. implement robust computing system solutions through validation testing that aligns with industry best practices.
5. communicate and collaborate with team members and stakeholders to ensure effective working relationships.
6. select and apply strategies for personal and professional development to enhance work performance.

7. apply project management principles and tools when working on projects within a computing environment.
8. adhere to ethical, legal, and regulatory requirements and/or principles in the development and management of computing solutions and systems.
9. support the analysis and definition of software system specifications based on functional and non-functional requirements.
10. contribute to the development, documentation, implementation, maintenance and testing of software systems by using industry standard software development methodologies based on defined specifications and existing technologies/frameworks.
11. apply one or more programming paradigms such as, object-oriented, structured or functional programming, and design principles, as well as documented requirements, to the software development process.
12. model, design, implement, and maintain basic data storage solutions.
13. contribute to the integration of network communications into software solutions by adhering to protocol standards.

Ministry of Training, Colleges and Universities Computer Programming Program Standards (MTCU 50503), November 2018.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

A strong demand for programming/analysis graduates exists in a number of different businesses and industries both locally and nationally. Graduates may seek employment in a wide range of positions such as: software development, systems analysis and design, user interface design and human factors, web and database design and programming, project management, system and database administration, end user support, management of technology. Potential for career advancement and portability of skills is high.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Rodney Martin, rodney.martin@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
CSD110-4 Introduction to Programming
CSD113-4 Computing Environments and Tools
CSD122-5 Hardware, OS, and Networks
MTH123-3 Computer Mathematics
GIS100-3 Exploring GIS

SEMESTER 2

CSA103-4 Business Applications I
CSD112-4 Introduction to Web Development
CSD121-4 Programming Concepts I
CSD123-4 Databases I
CSD125-3 Emerging Technology
CSD126-4 Cloud Computing

SEMESTER 3

CSD124-3 Systems Analysis and Design
CSD213-4 Web Development II
CSD214-4 Programming Concepts II
CSD216-4 Databases II
CSD318-4 Project Management
GEN100-3 Global Citizenship

SEMESTER 4

CMM215-3 Business Communication
CSD227-4 Computer Security, Privacy, and Ethics
CSD228-4 Mobile Applications
CSD230-5 Advanced Web Applications
CSD235-4 Capstone Project

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Computing Environments and Tools (CSD113) (4 credits)

Students will acquire the skills necessary to operate and manage industry-standard Windows and Unix-style operating systems. Topics may include file permissions, network file transfer, web and DNS server configuration, virtual machines, container systems, and others depending on program needs and student interest. Students will gain hands-on experience using command line and secure shells like Bash and PowerShell, and will learn how to use version control systems like Git to track changes in software code files.

Hardware, OS, and Networks (CSD122) (5 credits)

Students receive an overview of computer hardware, software, and networking to expose them to the foundational technologies on which all computer software operates. The hardware components of a typical computer system are studied as well as system level software such as operating systems and device drivers. An introduction to assembly language programming gives students the ability to write assembly language programs, then compile and execute for performance reasons or to interact directly with hardware in ways unsupported by the higher-level languages. The essentials of networking are studied using working hardware to experiment with networking communication, resource sharing, and encryption.

Computer Mathematics (MTH123) (3 credits)

Learners in this course explore mathematical concepts that strengthen understanding of the computer programming skills acquired in this program. Number systems, linear algebra, discrete mathematics, graphs, and statistics are investigated with regard to their application in computer programming, data analysis, and machine learning. Emphasis is placed on developing logical thinking skills and an algorithmic approach to problem-solving.

Exploring GIS (GIS100) (3 credits)

This course introduces Geographic Information Systems (GIS) technology and its applications in various fields such as urban planning, environmental science, natural resource management, public health, and criminology. Using GIS software, students will explore real-world scenarios through spatial analysis by identifying patterns and trends that can lead to solutions and impact future decision making opportunities.

Semester 2

Business Applications I (CSA103) (4 credits)

Information technology professionals must be comfortable using tools that support their workplace operations. In this course, learners work with communication and presentation solutions to effectively deliver and communicate in the workplace. Business skills are acquired using spreadsheets, databases, and organizational secure storage platforms. Using Power BI, learners will produce data analytics outputs from hands-on applications using geographic information systems and databases.

Applications used in this course may include Outlook, Excel, PowerPoint, SharePoint, MS-Project, Power BI, MS SQL Server, and ArcGIS.

Introduction to Web Development (CSD112) (4 credits)

HTML and CSS are the fundamental technologies for creating web interfaces. After a brief introduction to the World Wide Web, students learn the HTML elements that are used in all web pages, including page layout elements, tables, forms, and more modern media elements for video and audio. Students also learn advanced styling techniques using CSS to give web sites custom layouts and appearances, including responsive design and CSS animation. Throughout the course, accessibility standards to make web sites usable to the widest possible audience are highlighted.

Students use modern web browsers, GitHub, and Visual Studio Code to create working web sites.

Programming Concepts I (CSD121) (4 credits)

Organizing and testing code is important in managing software complexity. Students in this course are introduced to Object Oriented Programming (OOP) as a way to structure software in a maintainable and testable way. Topics include interfaces, polymorphism, inheritance, type systems, and important data structures. Students build working applications and learn to validate their programs using appropriate tests.

This course is delivered using the Java programming language.

Databases I (CSD123) (4 credits)

Databases are employed for data storage and retrieval in most software systems. Learners in this course are introduced to relational and non-relational (NoSQL) databases and their typical uses. By interacting with real databases, students gain an understanding of the importance of normalization and the advantages and disadvantages of the relational and non-relational models. Students use SQL to manipulate and query relational databases and gain hands-on experience with the use of non-relational databases.

As part of this course, students use popular database systems, which may include MySQL, SQLite, MongoDB, etc.

Emerging Technology (CSD125) (3 credits)

It is important for professionals to remain cognizant of the trajectory of changes in the rapidly evolving field of information technology. Through research and prototyping, students in this class explore topics of interest currently emerging in tech. A final presentation gives students opportunity to practice communication skills and share findings with their colleagues.

Cloud Computing (CSD126) (4 credits)

Much software development and infrastructure is managed in the cloud. This course focuses on the development and deployment of software in cloud environments. Learners will gain a comprehensive understanding of cloud computing principles, architectures, and services. The course covers key concepts such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS), and associated tools and services. Emphasis will be placed on practical skills for using leading cloud platforms like Microsoft Azure, Amazon Web Services (AWS), and Google Cloud Platform (GCP).

Semester 3

Systems Analysis and Design (CSD124) (3 credits)

This course provides learners with a structured, methodical approach to designing software systems, hardware networks and web-based cloud solutions. Analysis of existing industry projects will be conducted, identifying their successes and failures. As part of their project work, the learner will incorporate industry best practices while avoiding pitfalls. A number of diagramming methods and types will be used in the design and planning stages, including but not limited to uml object and class modeling, entity relationship modeling, sequence diagrams, business and process flow diagrams.

Web Development II (CSD213) (4 credits)

Students in this course learn how to take static web sites and turn them into dynamic and interactive web applications using modern web technologies. Students learn how to interact securely with HTTP APIs, and use various widely-used APIs and JavaScript Libraries.

The programming languages JavaScript and TypeScript are used in this course.

Programming Concepts II (CSD214) (4 credits)

All programmers must learn to manage complexity in their software. By exploring advanced data structures, design patterns, software design principles, software testing, Model-View-Controller (MVC) frameworks, and Object-Relational Mappers (ORMs), learners in this course practice the high-level design and development techniques that make software systems simpler to test, enhance, and maintain.

This course is delivered using the Java programming language.

Databases II (CSD216) (4 credits)

The design of a database largely determines its efficiency and integrity. Learners in this course analyze and model information systems using Entity-Relationship diagrams and normalization techniques for relational databases, as well as the contrasting design needs of business intelligence and non-relational databases. Database administration techniques are explored in practical exercises using industry standard software tools.

Project Management (CSD318) (4 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. Students will study and apply techniques from the various Project Management knowledge

areas including project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Students will acquire practical skills in assignments and in a team-based project that will lead to a culminating Capstone Project in their final term.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Computer Security, Privacy, and Ethics (CSD227) (4 credits)

This course focuses on high-level computer, network and cloud security and privacy concepts. The learner will apply hands-on skills in establishing then implementing security policies to protect systems and data from internal and external threats. The topics of cyber-security, ransomware, social engineering and phishing will be explored in detail. Cryptography, encryption and hashing methods along with firewall defence, will be applied in various scenarios, then tested for resiliency. Packet Analysis tools will be used by the learner to extract data flowing through systems and across networks.

Mobile Applications (CSD228) (4 credits)

Mobile devices are the most widely used computing devices today. Students in this course are introduced to mobile application development concepts and tools. Topics include current industry development environments, user interfaces, mobile programming, data storage, debugging and deployment. Students apply concepts and write applications for mobile devices using a mobile app development environment.

Advanced Web Applications (CSD230) (5 credits)

The tools and design patterns used to build modern web applications are constantly evolving. Learners in this course explore and employ a variety of widely used libraries, frameworks, and technologies to prepare them for modern web application development. Topics include full-stack application design and development, testing, deployment, reactive frameworks, and web security.

JavaScript, TypeScript, Node.js, Java, and PHP may all be used at times throughout the course. Learners will work with popular technologies such as React, Next, Spring, or similar.

Capstone Project (CSD235) (4 credits)

A portfolio of significant experience in software development is a valuable asset for individuals seeking

their first programming job. In this course, students will culminate the skills and knowledge they have obtained in this program by proposing and prototyping a substantial software project. Students may collaborate with local organizations, the college's Applied Research Centre, or embark on a software business venture. Students will work in teams using business practices to produce deliverables and meet criteria that will be required throughout the term. Mentoring in project management and technical implementation will be provided to help teams achieve their goals. In addition to the project, students will be individually graded on reflections and assessment of their contributions.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Computer Programming (Online Program Delivery)

Section B.149
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (2099)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Note: This delivery of this program will be online.

The Computer Programming program has a comprehensive curriculum that will transform you into a highly-skilled, in-demand professional ready to make your mark on the digital world!

Learn in hardware and software environments that mirror the industry-standard networks and platforms you'll encounter in your career. Hey, we don't want you to become outdated technology.

Work on innovative projects and develop your skills in Python, Java and JavaScript, and apply your skills to the writing of standalone and web-based DBMS applications.

As a Computer Programming graduate, you have the option of continuing into the Computer Programming and Analysis advanced diploma program, or into one of our graduate certificates, such as Mobile Application Design (MAP) or Networking And Security Architecture (NASA).

If you're interested in a university degree in computer networking or computer science, you can apply earned Sault College credits to continue your studies at partnering institutions like Algoma University (2+1 and 2+2).

Employers are looking for you. IT is an integral part of businesses across the globe, but you already know this. Let's team up to smash your goals in the IT sector. What do you say?

PROGRAM OUTCOMES

A graduate of Computer Programming at Sault College will reliably demonstrate the ability to:

1. identify, analyze, develop, implement, verify and document the requirements for a computing environment.
2. contribute to the diagnostics, troubleshooting, documenting and monitoring of technical problems using appropriate methodologies and tools.

3. implement and maintain secure computing environments.
4. implement robust computing system solutions through validation testing that aligns with industry best practices.
5. communicate and collaborate with team members and stakeholders to ensure effective working relationships.
6. select and apply strategies for personal and professional development to enhance work performance.
7. apply project management principles and tools when working on projects within a computing environment.
8. adhere to ethical, legal, and regulatory requirements and/or principles in the development and management of computing solutions and systems.
9. support the analysis and definition of software system specifications based on functional and non-functional requirements.
10. contribute to the development, documentation, implementation, maintenance and testing of software systems by using industry standard software development methodologies based on defined specifications and existing technologies/frameworks.
11. apply one or more programming paradigms such as, object-oriented, structured or functional programming, and design principles, as well as documented requirements, to the software development process.
12. model, design, implement, and maintain basic data storage solutions.
13. contribute to the integration of network communications into software solutions by adhering to protocol standards.

Ministry of Training, Colleges and Universities Computer Programming Program Standards (MTCU 50503), November 2018.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status.

CAREER PATHS

A strong demand for programming/analysis graduates exists in a number of different businesses and industries both locally and nationally. Graduates may seek employment in a wide range of positions such as: software development, systems analysis and design, user interface design and human factors, web and database design and programming, project management, system and database administration, end user support, management of technology. Potential for career advancement and portability of skills is high.

OTHER INFORMATION

Program Coordinator: Rodney Martin, (705) 759-2554 ext 2646, itstudies@saultcollege.ca
Program Coordinator: Dan Kachur, (705) 759-2554 ext 2648, itstudies@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
CSD110-4 Introduction to Programming
CSD112-4 Introduction to Web Development
CSD113-4 Computing Environments and Tools
MTH123-3 Computer Mathematics
GIS100-3 Exploring GIS

SEMESTER 2

CSA103-4 Business Applications I
CSD121-4 Programming Concepts I
CSD122-5 Hardware, OS, and Networks
CSD123-4 Databases I
CSD124-3 Systems Analysis and Design

SEMESTER 3

CSD213-4 Web Development II
CSD214-4 Programming Concepts II
CSD215-4 Programming Paradigms
CSD216-4 Databases II
CSD318-4 Project Management
GEN100-3 Global Citizenship

SEMESTER 4

CMM215-3 Business Communication
CSD227-4 Computer Security, Privacy, and Ethics
CSD228-4 Mobile Applications
CSD230-5 Advanced Web Applications
CSD235-4 Capstone Project

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Introduction to Web Development (CSD112) (4 credits)

HTML and CSS are the fundamental technologies for creating web interfaces. After a brief introduction to the World Wide Web, students learn the HTML elements that are used in all web pages, including page layout elements, tables, forms, and more modern media elements for video and audio. Students also learn advanced styling techniques using CSS to give web sites custom layouts and appearances, including responsive design and CSS animation. Throughout the course, accessibility standards to make web sites usable to the widest possible audience are highlighted.

Students use modern web browsers, GitHub, and Visual Studio Code to create working web sites.

Computing Environments and Tools (CSD113) (4 credits)

Students will acquire the skills necessary to operate and manage industry-standard Windows and Unix-style operating systems. Topics may include file permissions, network file transfer, web and DNS server configuration, virtual machines, container systems, and others depending on program needs and student interest. Students will gain hands-on experience using command line and secure shells like Bash and PowerShell, and will learn how to use version control systems like Git to track changes in software code files.

Computer Mathematics (MTH123) (3 credits)

Learners in this course explore mathematical concepts that strengthen understanding of the computer programming skills acquired in this program. Number systems, linear algebra, discrete mathematics, graphs, and statistics are investigated with regard to their application in computer programming, data analysis, and machine learning. Emphasis is placed on developing logical thinking skills and an algorithmic approach to problem-solving.

Exploring GIS (GIS100) (3 credits)

This course introduces Geographic Information Systems (GIS) technology and its applications in various fields such as urban planning, environmental science, natural resource management, public health, and criminology. Using GIS software, students will explore real-world scenarios through spatial analysis by identifying patterns and trends that can lead to solutions and impact future decision making opportunities.

Semester 2

Business Applications I (CSA103) (4 credits)

Information technology professionals must be comfortable using tools that support their workplace operations. In this course, learners work with communication and presentation solutions to effectively deliver and communicate in the workplace. Business skills are acquired using spreadsheets, databases, and organizational secure storage platforms. Using Power BI, learners will produce data analytics outputs from hands-on applications using geographic information systems and databases.

Applications used in this course may include Outlook, Excel, PowerPoint, SharePoint, MS-Project, Power BI, MS SQL Server, and ArcGIS.

Programming Concepts I (CSD121) (4 credits)

Organizing and testing code is important in managing software complexity. Students in this course are introduced to Object Oriented Programming (OOP) as a way to structure software in a maintainable and testable way. Topics include interfaces, polymorphism, inheritance, type systems, and important data structures. Students build working applications and learn to validate their programs using appropriate tests.

This course is delivered using the Java programming language.

Hardware, OS, and Networks (CSD122) (5 credits)

Students receive an overview of computer hardware, software, and networking to expose them to the foundational technologies on which all computer software operates. The hardware components of a typical computer system are studied as well as system level software such as operating systems and device drivers. An introduction to assembly language programming gives students the ability to write assembly language programs, then compile and execute for performance reasons or to interact directly with hardware in ways unsupported by the higher-level languages. The essentials of networking are studied using working hardware to experiment with networking communication, resource sharing, and encryption.

Databases I (CSD123) (4 credits)

Databases are employed for data storage and retrieval in most software systems. Learners in this course are introduced to relational and non-relational (NoSQL) databases and their typical uses. By interacting with real databases, students gain an understanding of the importance of normalization and the advantages and disadvantages of the relational and non-relational models. Students use SQL to manipulate and query relational databases and gain hands-on experience with the use of non-relational databases.

As part of this course, students use popular database systems, which may include MySQL, SQLite, MongoDB, etc.

Systems Analysis and Design (CSD124) (3 credits)

This course provides learners with a structured, methodical approach to designing software systems, hardware networks and web-based cloud solutions. Analysis of existing industry projects will be conducted, identifying their successes and failures. As part of their project work, the learner will incorporate industry best practices while avoiding pitfalls. A number of diagramming methods and types will be used in the design and planning stages, including but not limited to uml object and class modeling, entity relationship modeling, sequence diagrams, business and process flow diagrams.

Semester 3

Web Development II (CSD213) (4 credits)

Students in this course learn how to take static web sites and turn them into dynamic and interactive web applications using modern web technologies. Students learn how to interact securely with HTTP APIs, and use various widely-used APIs and JavaScript Libraries.

The programming languages JavaScript and TypeScript are used in this course.

Programming Concepts II (CSD214) (4 credits)

All programmers must learn to manage complexity in their software. By exploring advanced data structures, design patterns, software design principles, software testing, Model-View-Controller (MVC) frameworks, and Object-Relational Mappers (ORMs), learners in this course practice the high-level design and development techniques that make software systems simpler to test, enhance, and maintain.

This course is delivered using the Java programming language.

Programming Paradigms (CSD215) (4 credits)

The Object-Oriented Programming (OOP) and Functional Programming (FP) paradigms have been important to software design since the dawn of information technology. Using a variety of programming languages, students explore how these paradigms affect approaches to software design. Topics include composition vs inheritance, higher-order functions, mutability vs immutability, map/reduce/filter, and advanced type systems.

Students will employ functional approaches in languages they are already familiar with and will also have an opportunity to explore new programming languages.

Databases II (CSD216) (4 credits)

The design of a database largely determines its efficiency and integrity. Learners in this course analyze and model information systems using Entity-Relationship diagrams and normalization techniques for relational databases, as well as the contrasting design needs of business intelligence and non-relational databases. Database administration techniques are explored in practical exercises using industry standard software tools.

Project Management (CSD318) (4 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. Students will study and apply techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Students will acquire practical skills in assignments and in a team-based project that will lead to a culminating Capstone Project in their final term.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Computer Security, Privacy, and Ethics (CSD227) (4 credits)

This course focuses on high-level computer, network and cloud security and privacy concepts. The learner will apply hands-on skills in establishing then implementing security policies to protect systems and data from internal and external threats. The topics of cyber-security, ransomware, social engineering and phishing will be explored in detail. Cryptography, encryption and hashing methods along with firewall defence, will be applied in various scenarios, then tested for resiliency. Packet Analysis tools will be used by the learner to extract data flowing through systems and across networks.

Mobile Applications (CSD228) (4 credits)

Mobile devices are the most widely used computing devices today. Students in this course are introduced to mobile application development concepts and tools. Topics include current industry development environments, user interfaces, mobile programming, data storage, debugging and deployment. Students apply concepts and write applications for mobile devices using a mobile app development environment.

Advanced Web Applications (CSD230) (5 credits)

The tools and design patterns used to build modern web applications are constantly evolving. Learners in this course explore and employ a variety of widely used libraries, frameworks, and technologies to prepare them for modern web application development. Topics include full-stack application design and development, testing, deployment, reactive frameworks, and web security.

JavaScript, TypeScript, Node.js, Java, and PHP may all be used at times throughout the course. Learners will work with popular technologies such as React, Next, Spring, or similar.

Capstone Project (CSD235) (4 credits)

A portfolio of significant experience in software development is a valuable asset for individuals seeking their first programming job. In this course, students will culminate the skills and knowledge they have obtained in this program by proposing and prototyping a substantial software project. Students may collaborate with local organizations, the college's Applied Research Centre, or embark on a software business venture. Students will work in teams using business practices to produce deliverables and meet criteria that will be required throughout the term. Mentoring in project management and technical

implementation will be provided to help teams achieve their goals. In addition to the project, students will be individually graded on reflections and assessment of their contributions.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Computer Programming (Toronto)

Section B.150
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5995)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Computer Programming program has a comprehensive curriculum that will transform you into a highly-skilled, in-demand professional ready to make your mark on the digital world!

Learn in hardware and software environments that mirror the industry-standard networks and platforms you'll encounter in your career. Hey, we don't want you to become outdated technology.

Work on innovative projects and develop your skills in Python, Java and JavaScript, and apply your skills to the writing of standalone and web-based DBMS applications.

As a Computer Programming graduate, you have the option of continuing into the Computer Programming and Analysis advanced diploma program, or into one of our graduate certificates, such as Mobile Application Design (MAP) or Networking And Security Architecture (NASA).

If you're interested in a university degree in computer networking or computer science, you can apply earned Sault College credits to continue your studies at partnering institutions like Algoma University (2+1 and 2+2).

Employers are looking for you. IT is an integral part of businesses across the globe, but you already know this. Let's team up to smash your goals in the IT sector. What do you say?

PROGRAM OUTCOMES

A graduate of Computer Programming at Sault College will reliably demonstrate the ability to:

1. identify, analyze, develop, implement, verify and document the requirements for a computing environment.
2. contribute to the diagnostics, troubleshooting, documenting and monitoring of technical problems using appropriate methodologies and tools.
3. implement and maintain secure computing environments.

4. implement robust computing system solutions through validation testing that aligns with industry best practices.
5. communicate and collaborate with team members and stakeholders to ensure effective working relationships.
6. select and apply strategies for personal and professional development to enhance work performance.
7. apply project management principles and tools when working on projects within a computing environment.
8. adhere to ethical, legal, and regulatory requirements and/or principles in the development and management of computing solutions and systems.
9. support the analysis and definition of software system specifications based on functional and non-functional requirements.
10. contribute to the development, documentation, implementation, maintenance and testing of software systems by using industry standard software development methodologies based on defined specifications and existing technologies/frameworks.
11. apply one or more programming paradigms such as, object-oriented, structured or functional programming, and design principles, as well as documented requirements, to the software development process.
12. model, design, implement, and maintain basic data storage solutions.
13. contribute to the integration of network communications into software solutions by adhering to protocol standards.

Ministry of Training, Colleges and Universities Computer Programming Program Standards (MTCU 50503), November 2018.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, Grade 12 Foundations for College Math (C) MAP4C, or mature student status.

CAREER PATHS

A strong demand for programming/analysis graduates exists in a number of different businesses and industries both locally and nationally. Graduates may seek employment in a wide range of positions such as: software development, systems analysis and design, user interface design and human factors, web and database design and programming, project management, system and database administration, end user support, management of technology. Potential for career advancement and portability of skills is high.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
CSD110-4 Introduction to Programming
CSD113-4 Computing Environments and Tools
CSD122-5 Hardware, OS, and Networks
MTH123-3 Computer Mathematics
TNY130-3 Technology in Society

SEMESTER 2

CSA103-4 Business Applications I
CSD112-4 Introduction to Web Development
CSD121-4 Programming Concepts I
CSD123-4 Databases I
CSD124-3 Systems Analysis and Design
CSD125-3 Emerging Technology

SEMESTER 3

CSD213-4 Web Development II
CSD214-4 Programming Concepts II
CSD215-4 Programming Paradigms
CSD216-4 Databases II
CSD318-4 Project Management
GEN100-3 Global Citizenship

SEMESTER 4

CMM215-3 Business Communication
CSD227-4 Computer Security, Privacy, and Ethics
CSD228-4 Mobile Applications
CSD230-5 Advanced Web Applications
CSD235-4 Capstone Project

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Computing Environments and Tools (CSD113) (4 credits)

Students will acquire the skills necessary to operate and manage industry-standard Windows and Unix-style operating systems. Topics may include file permissions, network file transfer, web and DNS server configuration, virtual machines, container systems, and others depending on program needs and student interest. Students will gain hands-on experience using command line and secure shells like Bash and PowerShell, and will learn how to use version control systems like Git to track changes in software code files.

Hardware, OS, and Networks (CSD122) (5 credits)

Students receive an overview of computer hardware, software, and networking to expose them to the foundational technologies on which all computer software operates. The hardware components of a typical computer system are studied as well as system level software such as operating systems and device drivers. An introduction to assembly language programming gives students the ability to write assembly language programs, then compile and execute for performance reasons or to interact directly with hardware in ways unsupported by the higher-level languages. The essentials of networking are studied using working hardware to experiment with networking communication, resource sharing, and encryption.

Computer Mathematics (MTH123) (3 credits)

Learners in this course explore mathematical concepts that strengthen understanding of the computer programming skills acquired in this program. Number systems, linear algebra, discrete mathematics, graphs, and statistics are investigated with regard to their application in computer programming, data analysis, and machine learning. Emphasis is placed on developing logical thinking skills and an algorithmic approach to problem-solving.

Technology in Society (TNY130) (3 credits)

This course will introduce students to the impact that technological change has on society. Illustrations and examples will be drawn from the students discipline. Potential topics include the social and economic impact of new technology, responsibilities and ethics, privacy, liability and technology-based crime, and emerging trends.

It is designed to provide students from varied programs and backgrounds with a particularly relevant and timely appreciation of the impact technology and technological advances have made on every aspect of society. Technology and its implementation in society have strengths, weaknesses, opportunities and threats. This course investigates the social, legal, and ethical issues the use of technology raises.

Open Educational Resources are being utilized for the content of this course. Several media types are used

such as video, articles, URL links, etc.

Semester 2

Business Applications I (CSA103) (4 credits)

Information technology professionals must be comfortable using tools that support their workplace operations. In this course, learners work with communication and presentation solutions to effectively deliver and communicate in the workplace. Business skills are acquired using spreadsheets, databases, and organizational secure storage platforms. Using Power BI, learners will produce data analytics outputs from hands-on applications using geographic information systems and databases.

Applications used in this course may include Outlook, Excel, PowerPoint, SharePoint, MS-Project, Power BI, MS SQL Server, and ArcGIS.

Introduction to Web Development (CSD112) (4 credits)

HTML and CSS are the fundamental technologies for creating web interfaces. After a brief introduction to the World Wide Web, students learn the HTML elements that are used in all web pages, including page layout elements, tables, forms, and more modern media elements for video and audio. Students also learn advanced styling techniques using CSS to give web sites custom layouts and appearances, including responsive design and CSS animation. Throughout the course, accessibility standards to make web sites usable to the widest possible audience are highlighted.

Students use modern web browsers, GitHub, and Visual Studio Code to create working web sites.

Programming Concepts I (CSD121) (4 credits)

Organizing and testing code is important in managing software complexity. Students in this course are introduced to Object Oriented Programming (OOP) as a way to structure software in a maintainable and testable way. Topics include interfaces, polymorphism, inheritance, type systems, and important data structures. Students build working applications and learn to validate their programs using appropriate tests.

This course is delivered using the Java programming language.

Databases I (CSD123) (4 credits)

Databases are employed for data storage and retrieval in most software systems. Learners in this course are introduced to relational and non-relational (NoSQL) databases and their typical uses. By interacting with real databases, students gain an understanding of the importance of normalization and the advantages and disadvantages of the relational and non-relational models. Students use SQL to manipulate and query relational databases and gain hands-on experience with the use of non-relational databases.

As part of this course, students use popular database systems, which may include MySQL, SQLite, MongoDB, etc.

Systems Analysis and Design (CSD124) (3 credits)

This course provides learners with a structured, methodical approach to designing software systems, hardware networks and web-based cloud solutions. Analysis of existing industry projects will be conducted, identifying their successes and failures. As part of their project work, the learner will incorporate industry best practices while avoiding pitfalls. A number of diagramming methods and types will be used in the design and planning stages, including but not limited to uml object and class modeling, entity relationship modeling, sequence diagrams, business and process flow diagrams.

Emerging Technology (CSD125) (3 credits)

It is important for professionals to remain cognizant of the trajectory of changes in the rapidly evolving field of information technology. Through research and prototyping, students in this class explore topics of interest currently emerging in tech. A final presentation gives students opportunity to practice communication skills and share findings with their colleagues.

Semester 3

Web Development II (CSD213) (4 credits)

Students in this course learn how to take static web sites and turn them into dynamic and interactive web applications using modern web technologies. Students learn how to interact securely with HTTP APIs, and use various widely-used APIs and JavaScript Libraries.

The programming languages JavaScript and TypeScript are used in this course.

Programming Concepts II (CSD214) (4 credits)

All programmers must learn to manage complexity in their software. By exploring advanced data structures, design patterns, software design principles, software testing, Model-View-Controller (MVC) frameworks, and Object-Relational Mappers (ORMs), learners in this course practice the high-level design and development techniques that make software systems simpler to test, enhance, and maintain.

This course is delivered using the Java programming language.

Programming Paradigms (CSD215) (4 credits)

The Object-Oriented Programming (OOP) and Functional Programming (FP) paradigms have been important to software design since the dawn of information technology. Using a variety of programming languages, students explore how these paradigms affect approaches to software design. Topics include composition vs inheritance, higher-order functions, mutability vs immutability, map/reduce/filter, and advanced type systems.

Students will employ functional approaches in languages they are already familiar with and will also have an opportunity to explore new programming languages.

Databases II (CSD216) (4 credits)

The design of a database largely determines its efficiency and integrity. Learners in this course analyze and

model information systems using Entity-Relationship diagrams and normalization techniques for relational databases, as well as the contrasting design needs of business intelligence and non-relational databases. Database administration techniques are explored in practical exercises using industry standard software tools.

Project Management (CSD318) (4 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. Students will study and apply techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Students will acquire practical skills in assignments and in a team-based project that will lead to a culminating Capstone Project in their final term.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Computer Security, Privacy, and Ethics (CSD227) (4 credits)

This course focuses on high-level computer, network and cloud security and privacy concepts. The learner will apply hands-on skills in establishing then implementing security policies to protect systems and data from internal and external threats. The topics of cyber-security, ransomware, social engineering and phishing will be explored in detail. Cryptography, encryption and hashing methods along with firewall defence, will be applied in various scenarios, then tested for resiliency. Packet Analysis tools will be used by the learner to extract data flowing through systems and across networks.

Mobile Applications (CSD228) (4 credits)

Mobile devices are the most widely used computing devices today. Students in this course are introduced to mobile application development concepts and tools. Topics include current industry development environments, user interfaces, mobile programming, data storage, debugging and deployment. Students apply concepts and write applications for mobile devices using a mobile app development environment.

Advanced Web Applications (CSD230) (5 credits)

The tools and design patterns used to build modern web applications are constantly evolving. Learners in this course explore and employ a variety of widely used libraries, frameworks, and technologies to prepare them for modern web application development. Topics include full-stack application design and development, testing, deployment, reactive frameworks, and web security.

JavaScript, TypeScript, Node.js, Java, and PHP may all be used at times throughout the course. Learners will

work with popular technologies such as React, Next, Spring, or similar.

Capstone Project (CSD235) (4 credits)

A portfolio of significant experience in software development is a valuable asset for individuals seeking their first programming job. In this course, students will culminate the skills and knowledge they have obtained in this program by proposing and prototyping a substantial software project. Students may collaborate with local organizations, the college's Applied Research Centre, or embark on a software business venture. Students will work in teams using business practices to produce deliverables and meet criteria that will be required throughout the term. Mentoring in project management and technical implementation will be provided to help teams achieve their goals. In addition to the project, students will be individually graded on reflections and assessment of their contributions.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Computer Programming and Analysis

Section B.151
2025-07-02

Ontario College Advanced Diploma (3 Years - 6 Semesters) (2096)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Like technology, we know your potential is limitless. Take your passion for technology one step further with our Computer Programming and Analysis advanced diploma program and pave the way to the career you dream of. Complete your two-year Computer Programming diploma and then seamlessly transition online for an additional year to earn your advanced diploma. In just three years, you will have two diplomas to prepare you for a rewarding career in software development and systems analysis.

Offered in partnership with Algonquin College, you'll master sound coding and software testing principles. Through proven methodologies and industry standards, develop the skills and knowledge to develop robust system solutions and meet the needs of the business world.

Explore cutting-edge industry software and technology, including object-oriented methodologies, database design, cybersecurity, and quality assurance. From systems analysis and design to development operations, immerse yourself in the latest innovations of information technology.

Gain real-world experience by completing a project over two semesters where you will develop a prototype software system by analyzing and improving a process or system for a business, individual, or community. Connect with local businesses to identify areas needing improvement, and then design and develop your software prototype to address identified issues to support the business.

As businesses evolve, the demand for skilled programmers and software developers continues to soar. Seize the opportunity and continue your path to a valuable career.

Please Note: Semesters 1 to 4 are taken in the 2-year Computer Programmer program. Upon successful completion of the Computer Programming program, students will have the option to enter semester 5 of the Computer Programming and Analysis program. (subject to enrolment)

PROGRAM OUTCOMES

A graduate of Computer Programming and Analysis at Sault College will reliably demonstrate the ability to:

1. identify, analyze, design, develop, implement, verify and document the requirements for a computing environment.
2. diagnose, troubleshoot, document and monitor technical problems using appropriate methodologies and tools.
3. analyze, design, implement and maintain secure computing environments.
4. analyze, develop and maintain robust computing system solutions through validation testing and industry best practices.
5. communicate and collaborate with team members and stakeholders to ensure effective working

relationships.

6. select and apply strategies for personal and professional development to enhance work performance.
7. apply project management principles and tools when responding to requirements and monitoring projects within a computing environment.
8. adhere to ethical, social media, legal, regulatory and economic requirements and/or principles in the development and management of the computing solutions and systems.
9. investigate emerging trends to respond to technical challenges.
10. gather, analyze and define software system specifications based on functional and non-functional requirements.
11. design, develop, document, implement, maintain and test software systems by using industry standard software development methodologies based on defined specifications and existing technologies/frameworks.
12. select and apply object-oriented and other design concepts and principles, as well as business requirements, to the software development process.
13. gather requirements and model, design, implement, optimize, and maintain data storage solutions.
14. integrate network communications into software solutions by adhering to protocol standards.

Reference

Ministry of Training, Colleges and Universities Computer Programming and Analysis Program Standards (MTCU 60503), November 2018.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of the 2-year Computer Programming program. Missing any requirements? Get them for free from Academic Upgrading.

CAREER PATHS

A strong demand for programming/analysis graduates exists in a number of different businesses and industries both locally and nationally. Graduates may seek employment in a wide range of positions such as: software development, systems analysis and design, user interface design and human factors, web and database design and programming, project management, system and database administration, end user support, management of technology. Potential for career advancement and portability of skills is high.

OTHER INFORMATION

Program College Contact: Rodney Martin, rodney.martin@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

CSD110-4 Introduction to Programming
CSD113-4 Computing Environments and Tools
CSD122-5 Hardware, OS, and Networks
MTH123-3 Computer Mathematics
GIS100-3 Exploring GIS

SEMESTER 2

CSA103-4 Business Applications I
CSD112-4 Introduction to Web Development
CSD121-4 Programming Concepts I
CSD123-4 Databases I
CSD125-3 Emerging Technology
CSD126-4 Cloud Computing

SEMESTER 3

CSD124-3 Systems Analysis and Design
CSD213-4 Web Development II
CSD214-4 Programming Concepts II
CSD216-4 Databases II
CSD318-4 Project Management
GEN100-3 Global Citizenship

SEMESTER 4

CMM215-3 Business Communication
CSD227-4 Computer Security, Privacy, and Ethics
CSD228-4 Mobile Applications
CSD230-5 Advanced Web Applications
CSD235-4 Capstone Project

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 5

CST8400-4 Analysis and Design using Emerging Technologies
CST8410-4 Advanced Mobile Applications
CST8411-3 Information Systems Development and Deployment
CST8412-4 User Interface Design in Application Development
CST8413-4 Data Warehousing and Advanced Business Intelligence
CST8414-3 Applied Research Project 1

SEMESTER 6

CST8512-4 Cybersecurity
CST8513-4 Quality Assurance and Testing
CST8514-4 Business and Information Technology
CST8515-5 Applied Research Project 2
MGT0014-3 Entrepreneurship

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and

respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Computing Environments and Tools (CSD113) (4 credits)

Students will acquire the skills necessary to operate and manage industry-standard Windows and Unix-style operating systems. Topics may include file permissions, network file transfer, web and DNS server configuration, virtual machines, container systems, and others depending on program needs and student interest. Students will gain hands-on experience using command line and secure shells like Bash and PowerShell, and will learn how to use version control systems like Git to track changes in software code files.

Hardware, OS, and Networks (CSD122) (5 credits)

Students receive an overview of computer hardware, software, and networking to expose them to the foundational technologies on which all computer software operates. The hardware components of a typical computer system are studied as well as system level software such as operating systems and device drivers. An introduction to assembly language programming gives students the ability to write assembly language programs, then compile and execute for performance reasons or to interact directly with hardware in ways unsupported by the higher-level languages. The essentials of networking are studied using working hardware to experiment with networking communication, resource sharing, and encryption.

Computer Mathematics (MTH123) (3 credits)

Learners in this course explore mathematical concepts that strengthen understanding of the computer programming skills acquired in this program. Number systems, linear algebra, discrete mathematics, graphs, and statistics are investigated with regard to their application in computer programming, data analysis, and machine learning. Emphasis is placed on developing logical thinking skills and an algorithmic approach to problem-solving.

Exploring GIS (GIS100) (3 credits)

This course introduces Geographic Information Systems (GIS) technology and its applications in various fields such as urban planning, environmental science, natural resource management, public health, and criminology. Using GIS software, students will explore real-world scenarios through spatial analysis by identifying patterns and trends that can lead to solutions and impact future decision making opportunities.

Semester 2

Business Applications I (CSA103) (4 credits)

Information technology professionals must be comfortable using tools that support their workplace operations. In this course, learners work with communication and presentation solutions to effectively deliver and communicate in the workplace. Business skills are acquired using spreadsheets, databases, and organizational secure storage platforms. Using Power BI, learners will produce data analytics outputs from hands-on applications using geographic information systems and databases.

Applications used in this course may include Outlook, Excel, PowerPoint, SharePoint, MS-Project, Power BI, MS SQL Server, and ArcGIS.

Introduction to Web Development (CSD112) (4 credits)

HTML and CSS are the fundamental technologies for creating web interfaces. After a brief introduction to the World Wide Web, students learn the HTML elements that are used in all web pages, including page layout elements, tables, forms, and more modern media elements for video and audio. Students also learn advanced styling techniques using CSS to give web sites custom layouts and appearances, including responsive design and CSS animation. Throughout the course, accessibility standards to make web sites usable to the widest possible audience are highlighted.

Students use modern web browsers, GitHub, and Visual Studio Code to create working web sites.

Programming Concepts I (CSD121) (4 credits)

Organizing and testing code is important in managing software complexity. Students in this course are introduced to Object Oriented Programming (OOP) as a way to structure software in a maintainable and testable way. Topics include interfaces, polymorphism, inheritance, type systems, and important data structures. Students build working applications and learn to validate their programs using appropriate tests.

This course is delivered using the Java programming language.

Databases I (CSD123) (4 credits)

Databases are employed for data storage and retrieval in most software systems. Learners in this course are introduced to relational and non-relational (NoSQL) databases and their typical uses. By interacting with real databases, students gain an understanding of the importance of normalization and the advantages and disadvantages of the relational and non-relational models. Students use SQL to manipulate and query relational databases and gain hands-on experience with the use of non-relational databases.

As part of this course, students use popular database systems, which may include MySQL, SQLite, MongoDB, etc.

Emerging Technology (CSD125) (3 credits)

It is important for professionals to remain cognizant of the trajectory of changes in the rapidly evolving

field of information technology. Through research and prototyping, students in this class explore topics of interest currently emerging in tech. A final presentation gives students opportunity to practice communication skills and share findings with their colleagues.

Cloud Computing (CSD126) (4 credits)

Much software development and infrastructure is managed in the cloud. This course focuses on the development and deployment of software in cloud environments. Learners will gain a comprehensive understanding of cloud computing principles, architectures, and services. The course covers key concepts such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS), and associated tools and services. Emphasis will be placed on practical skills for using leading cloud platforms like Microsoft Azure, Amazon Web Services (AWS), and Google Cloud Platform (GCP).

Semester 3

Systems Analysis and Design (CSD124) (3 credits)

This course provides learners with a structured, methodical approach to designing software systems, hardware networks and web-based cloud solutions. Analysis of existing industry projects will be conducted, identifying their successes and failures. As part of their project work, the learner will incorporate industry best practices while avoiding pitfalls. A number of diagramming methods and types will be used in the design and planning stages, including but not limited to uml object and class modeling, entity relationship modeling, sequence diagrams, business and process flow diagrams.

Web Development II (CSD213) (4 credits)

Students in this course learn how to take static web sites and turn them into dynamic and interactive web applications using modern web technologies. Students learn how to interact securely with HTTP APIs, and use various widely-used APIs and JavaScript Libraries.

The programming languages JavaScript and TypeScript are used in this course.

Programming Concepts II (CSD214) (4 credits)

All programmers must learn to manage complexity in their software. By exploring advanced data structures, design patterns, software design principles, software testing, Model-View-Controller (MVC) frameworks, and Object-Relational Mappers (ORMs), learners in this course practice the high-level design and development techniques that make software systems simpler to test, enhance, and maintain.

This course is delivered using the Java programming language.

Databases II (CSD216) (4 credits)

The design of a database largely determines its efficiency and integrity. Learners in this course analyze and model information systems using Entity-Relationship diagrams and normalization techniques for relational databases, as well as the contrasting design needs of business intelligence and non-relational databases. Database administration techniques are explored in practical exercises using industry standard software tools.

Project Management (CSD318) (4 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. Students will study and apply techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Students will acquire practical skills in assignments and in a team-based project that will lead to a culminating Capstone Project in their final term.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Computer Security, Privacy, and Ethics (CSD227) (4 credits)

This course focuses on high-level computer, network and cloud security and privacy concepts. The learner will apply hands-on skills in establishing then implementing security policies to protect systems and data from internal and external threats. The topics of cyber-security, ransomware, social engineering and phishing will be explored in detail. Cryptography, encryption and hashing methods along with firewall defence, will be applied in various scenarios, then tested for resiliency. Packet Analysis tools will be used by the learner to extract data flowing through systems and across networks.

Mobile Applications (CSD228) (4 credits)

Mobile devices are the most widely used computing devices today. Students in this course are introduced to mobile application development concepts and tools. Topics include current industry development environments, user interfaces, mobile programming, data storage, debugging and deployment. Students apply concepts and write applications for mobile devices using a mobile app development environment.

Advanced Web Applications (CSD230) (5 credits)

The tools and design patterns used to build modern web applications are constantly evolving. Learners in this course explore and employ a variety of widely used libraries, frameworks, and technologies to prepare them for modern web application development. Topics include full-stack application design and development, testing, deployment, reactive frameworks, and web security.

JavaScript, TypeScript, Node.js, Java, and PHP may all be used at times throughout the course. Learners will work with popular technologies such as React, Next, Spring, or similar.

Capstone Project (CSD235) (4 credits)

A portfolio of significant experience in software development is a valuable asset for individuals seeking their first programming job. In this course, students will culminate the skills and knowledge they have obtained in this program by proposing and prototyping a substantial software project. Students may collaborate with local organizations, the college's Applied Research Centre, or embark on a software business venture. Students will work in teams using business practices to produce deliverables and meet criteria that will be required throughout the term. Mentoring in project management and technical implementation will be provided to help teams achieve their goals. In addition to the project, students will be individually graded on reflections and assessment of their contributions.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 5

Analysis and Design using Emerging Technologies (CST8400) (4 credits)

In the world of technology there is an ever changing and growing number of disruptive products, exciting tools and assistive services technology professionals can leverage to invent, develop and produce technology solutions. Students explore emerging technologies and further develop skillsets to rapidly build and deploy technology solutions. Students research emerging technologies and through hands-on learning, examine and implement these cutting-edge solutions. Topics may include machine learning and artificial intelligence, the Internet of Things (IoT), blockchain, big data, data analytics and visualization.

Advanced Mobile Applications (CST8410) (4 credits)

Mobile devices are the primary means of communication in today's world, and having knowledge in development of mobile applications is advantageous. Students expand their mobile application development knowledge through applied projects. Topics include an in-depth study of application development, integration of application programming interfaces (APIs) and utilization of mobile cloud services. Students experiment with location, networking, data storage, wearable technology and wireless communication using current industry protocols. The final capstone project is based on individual or group application development.

Information Systems Development and Deployment (CST8411) (3 credits)

In a team environment, it is important to coordinate development efforts to increase efficiency and reduce errors. Students explore the techniques and architectures involved in developing, testing and deploying full-stack applications. The various phases of continuous integration and delivery are a key focus as well as application architecture and API design. Through a hands-on approach, students have an opportunity to work in teams to enhance, test and deploy a working full-stack application.

User Interface Design in Application Development (CST8412) (4 credits)

Possessing the skills to write software that is user-friendly, accessible and maintainable is desirable by industry and end users. Students gain hands-on experience in developing and deploying database-driven applications, with a focus on high-level software architecture and building interactive graphical user interfaces. Through extensive lab work, students build on their previous knowledge of software design to implement modular, testable application code. Students examine and utilize modern approaches to interface design using native and custom interface controls. Techniques for interacting with operating system APIs are explored.

Data Warehousing and Advanced Business Intelligence (CST8413) (4 credits)

Data warehousing systems are a foundation for Business Intelligence (BI) and decision making within an organization. Through designing and maintaining data warehouses, students examine the unique design requirements of data warehouses and gain experience performing Extraction, Transformation and Loading (ETL) processes. Students explore the analysis and presentation tools and techniques that can help inform and improve data-driven decisions.

Applied Research Project 1 (CST8414) (3 credits)

Experience with practical projects provides students with learning opportunities to gain industry-relevant insight and experience. Through collaborative participation in applied research projects and working closely with stakeholders in real-world workplace environments, students develop solutions for problems of significant technical complexity. The phases of software development are expanded on including gathering requirements, documenting, designing, coding and testing working software prototypes. Knowledge about testing, debugging and quality assurance is expanded along with Agile software development methodology practices including Scrum, Kanban and Lean. Drawing upon skills previously acquired, students plan, conduct research for, and begin the creation of a written report that summarizes the work and findings resulting from the first release of the project.

Semester 6

Cybersecurity (CST8512) (4 credits)

Organizations recognize the importance of cybersecurity in the design, development and management of information systems. Students explore cybersecurity threats and best-practice responses to those threats. Primary focus is given to software and application layers. As well, to give students a broad understanding of the threat landscape, a variety of attack vectors through to the network and physical layers are discussed. Students gain hands-on experience with the tools and techniques used to mitigate security threats, and consider policies and regulations regarding cybersecurity and information privacy.

Quality Assurance and Testing (CST8513) (4 credits)

Assuring the quality of information technology systems is vital as these systems support businesses, health systems, entertainment franchises and more. Students employ a variety of testing strategies and industry best practices to analyze, document, develop, monitor, and maintain robust computing system solutions. Students develop these skills through a combination of lecture and practical activities using industry tools and techniques.

Business and Information Technology (CST8514) (4 credits)

Information systems are an integral part of conducting business in today's world. An understanding of business concepts is key to the analysis and design of business information technology systems. Students develop an awareness of business concepts, business information systems, business processes, risk assessment, business impact analysis, software licensing, ethics, government standards, regulatory compliance and business media in the context of systems analysis and design and personal and professional development. Theory is reinforced with discussions, group work, case study and research.

Applied Research Project 2 (CST8515) (5 credits)

The ability to identify and satisfy all stakeholder expectations is essential in successful product development and delivery. Students collaborate to complete their applied research project in consultation

with faculty and community partner to create deliverables by monitoring and controlling the project resources. Activities include implementing, testing, debugging and deploying information technology systems, creating installation packages, addressing security issues and concerns, adhering to quality assurance standards, and creating supporting documentation. Students defend developed solutions in formal oral and written presentations and showcase the project to peers, faculty, staff and invited guests.

Entrepreneurship (MGT0014) (3 credits)

Taking a concept for a software product or service to market requires specific business knowledge. Students examine entrepreneurship as a fundamental skill for Information Technology (IT). Students explore how to investigate and develop the key components of a successful business plan. Focus is on developing business skills and innovative attitudes essential for those who want to be a founder of a technology start-up, a product manager working in a technology start-up, or an agent of change in an existing company.

Computer Programming and Analysis

Section B.152
2025-07-02

Ontario College Advanced Diploma (1 Years - 2 Semesters) (2097)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This additional one-year, online, Computer Programming and Analysis Ontario College Advanced Diploma program, following completion of the two-year Computer Programming Ontario College Diploma, furthers your preparation for a career in software development and systems analysis. The online program, delivered in partnership with Algonquin College, specializes in information systems design, development and deployment. You reinforce sound coding and software testing principles and practices leveraging proven methodologies and industry standards to develop robust system solutions meeting stakeholder's needs by bridging software development and the needs of the business world.

Use leading industry software and technology including object-oriented methodologies, database design, database administration, systems analysis and design, cybersecurity, quality assurance and testing, development operations as well as business and information technology to design, develop and deploy information systems.

Through a year-long applied research project, you collaborate with community partners in the design, development and deployment of an authentic information system solution.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of the 2-year Computer Programming program.

CAREER PATHS

Graduates may work in a variety of different fields, as almost all sectors of industry require programmers. Fields may include, but is not limited to:

- Private and public sectors
- Healthcare
- Education
- Commerce
- Science
- Finance
- Production
- Information services
- Service industry
- Human services

OTHER INFORMATION

Please Note: Semesters 1 to 4 are taken in the 2-year Computer Programmer program. Upon successful completion of the Computer Programming program, students will have the option to enter semester 5 of the Computer Programming and Analysis program. (subject to enrolment)

Program Coordinator: Rodney Martin, (705) 759-2554 ext 2646, itstudies@saultcollege.ca

Program Coordinator: Dan Kachur, (705) 759-2554 ext 2648, itstudies@saultcollege.ca

PROGRAM OF STUDY

PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. This program may be reinstated in a future Academic Year.

The Cybersecurity program is designed for the individual seeking knowledge and certification in computer and network-related administration and security.

The Cybersecurity program gives students the knowledge and practical skills needed to become an industry-ready IT security professional.

In addition to communication and support training, students receive training on popular operating systems including Microsoft Windows, Microsoft Windows Server, and Linux. Moreover, students learn how to configure computer and network technologies such as Cisco routers and switches, server virtualization, network services, and security technologies, as well as learn how to perform penetration tests, vulnerability assessments and forensic analysis of security breaches.

Experiential learning is infused in most of the courses using simulation; students engage in a capstone project in the second term in which students will make recommendations and practical cyber defense solutions for active businesses.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent in a discipline of Information Technology which can include: computer programming, computer systems technology, computer networking, computer engineering or other computer-related discipline.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates can find employment in all sectors of the economy, but mainly computer systems design firms, information technology consulting firms, financial institutions, various levels of government, and in information technology units throughout the public and private sectors, or they may be self-employed.

EDUCATIONAL PATHS

Applicants ladder in as graduates of College Diplomas, Advanced Diplomas or Undergraduate Degrees.

The list of these programs at Sault College is as follows:

- Computer Programming
- Computer Programming and Analysis G

Graduates can ladder to other Ontario College Graduate Certificate programs or to Undergraduate Degrees. The list of these programs at Sault College is as follows:

- Network Architecture and Security Analytics
- Health Informatics
- Mobile Applications Design
- Project Management

OTHER INFORMATION

Program College Contact: Dan Kachur, dan.kachur@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CYB110-4 Ethical Hacking I
 CYB112-4 Hybrid Networks & Cloud Computing
 CYB113-4 Server Infrastructure and Security
 CYB114-4 Fundamentals of Network Security
 CYB201-4 Network+

SEMESTER 2

CYB210-4 Linux Administration and Security
 CYB212-4 Cyber Defense
 CYB213-4 Network Routing and Switching
 CYB304-4 IT Security Forensics
 CYB306-4 Capstone Project

Course Descriptions

Semester 1

Ethical Hacking I (CYB110) (4 credits)

Viewed from a Canadian perspective, this course introduces students to what and who ethical hackers are, and how they are different from non-ethical hackers. The course explores why ethical hacking is essential for protecting data from cyber-attacks. Students will utilize software and apply procedures to assess the attack surface of an organization, as well as perform penetration testing and vulnerability assessment.

Hybrid Networks & Cloud Computing (CYB112) (4 credits)

This course provides a comprehensive overview of cloud computing concepts and hybrid networking infrastructure. Students will explore hybrid network models and strategies for connecting on-premises servers to cloud resources, including VPNs, direct connections, and SD-WAN. The fundamental principles of cloud services, including infrastructure as a service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) will be explored. The curriculum emphasizes the design, development, and management of hybrid and cloud solutions, focusing on scalability, security, and performance.

Server Infrastructure and Security (CYB113) (4 credits)

In the first part of the course, the learner will plan, design then install an Active Directory based Windows

Server. The environment will then be secured via firewall and OS updates in preparation for shares, folders and file level security. Using a Windows client OS, the learner will test their Network DNS, Web and Certificate configurations in an Active Directory model using various user accounts. Multiple domain controllers will be configured and tested using the Forest / Tree model. In part two of the course, the learner will configure, secure then test a cloud-based network server. The final part of the course will have the learner exploring then applying backup and disaster recovery plans for the network environment.

Fundamentals of Network Security (CYB114) (4 credits)

This course provides an in-depth study of network security principles, standards, cryptography, best practices and current threats. The learner will apply extensive hands-on work in establishing secure network platforms using both Windows and Linux on-premises and cloud-based solutions, then test them for system vulnerabilities using a variety of security tools and methods.

Network+ (CYB201) (4 credits)

In this course students will learn the theory and concepts required to successfully administer and troubleshoot wired and wireless TCP/IP-based networks. Through this course, students will be introduced to topics included on the CompTIA Network+ certification exams.

Semester 2

Linux Administration and Security (CYB210) (4 credits)

In this course, students will learn how to install, configure, secure and administer a Linux system. More specifically, they will gain a solid working knowledge of system and network administration, cloud technologies, security tools, and more. At course completion, students will have covered many topics included on the CompTIA Linux+ certification exam.

Cyber Defense (CYB212) (4 credits)

This course covers IT security defense and response in the Canadian and Ontario regulatory environments. This course covers the procedures used to implement and configure security within an enterprise environment, as well as respond to security incidents. Focus will be placed on tools that can be used to secure access to data and mitigate security breaches.

Network Routing and Switching (CYB213) (4 credits)

In this course, students learn key LAN, WAN and WLAN concepts, as well as their configuration using Cisco routers and switches. Moreover, students learn how to manage IP configuration, mitigate security threats, and automate the configuration of networks. Through this course, students will be introduced to topics included on the Cisco Certified Network Associate (CCNA) certification exam.

IT Security Forensics (CYB304) (4 credits)

In this course, students will learn about computer forensics and methods of investigating security breaches. Students are introduced to digital forensic tools in order to acquire, preserve, and manage digital

evidence to support investigations. They will also learn to analyze cyber intrusion, reconstruct vital data, examine organizational policy violations and resolve disputes.

Capstone Project (CYB306) (4 credits)

The primary focus of the Capstone Project course is experiential learning through an applied project. This course integrates the knowledge and skills students have obtained throughout the Program. The learner will plan, design, configure, install, secure then test a complex Enterprise Network solution. The platform will incorporate a Domain with multiple domain controllers using multi-master replication and distributed file systems. A complete solution will include: DNS, Web, Mail, VPN and Database Servers. A disaster recovery plan will be assembled as part of supporting the network and data. Network penetration and testing procedures will be applied and Network defense monitoring solutions will be utilized and analyzed. The learner will prepare and submit documentation for the overall project.

Cybersecurity - Canadian Context

Section B.154
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (2199)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. This program may be reinstated in a future Academic Year.

The Cybersecurity program is designed for the individual seeking knowledge and certification in computer and network-related administration and security.

The Cybersecurity program gives students the knowledge and practical skills needed to become an industry-ready IT security professional. In addition to communication and support training, students receive training on popular operating systems including Microsoft Windows, Microsoft Windows Server, and Linux. Moreover, students learn how to configure computer and network technologies such as Cisco routers and switches, server virtualization, network services, and security technologies, as well as learn how to perform penetration tests, vulnerability assessments and forensic analysis of security breaches. Additionally, students learn how to communicate effectively, as well as manage time and IT-related projects within a Canadian corporate infrastructure.

PROGRAM OUTCOMES

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent in a discipline of Information Technology which can include: computer programming, computer systems technology, computer networking, computer engineering or other computer-related discipline.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates can find employment in all sectors of the economy, but mainly computer systems design firms, information technology consulting firms, financial institutions, various levels of government, and in information technology units throughout the public and private sectors, or they may be self-employed.

Graduates from this program can find employment in the following career options:

- Applications analyst - computer systems
- Artificial intelligence analyst
- Artificial intelligence consultant
- Business continuity analyst
- Business systems analyst
- Business systems specialist - computer systems

- Computer analyst
- Computer consultant
- Computer simulations analyst
- Computer systems analyst
- Computer systems business analyst
- Computer systems development co-ordinator
- Data processing consultant
- Electronic data processing (EDP) auditor
- Enterprise architect - information technology (IT)
- Informatics applications analyst
- Informatics business analyst
- Informatics consultant
- Informatics quality assurance (QA) analyst
- Informatics security analyst
- Informatics security consultant
- Information systems analyst - computer systems
- Information systems business analyst
- Information systems contingency planner
- Information systems quality assurance (QA) analyst
- Information technology (IT) analyst
- Information technology (IT) business analyst
- Information technology (IT) consultant
- Information technology (IT) consulting account manager
- Interactive media consultant
- Internet security analyst
- Management information systems (MIS) analyst
- Management information systems (MIS) consultant
- Multimedia consultant
- Simulations analyst - computer systems
- Software quality assurance (QA) analyst
- Software quality assurance (QA) auditor
- Solutions architect - information technology (IT)
- System integration analyst
- System integration consultant
- Systems analyst
- Systems auditor
- Systems business re-engineering analyst
- Systems consultant
- Systems quality assurance (QA) analyst
- Systems security analyst
- Systems security planner
- Systems specialist - computer systems
- Test analyst

OTHER INFORMATION

Program College Contact: Dan Kachur, dan.kachur@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CYB110-4 Ethical Hacking I
CYB112-4 Hybrid Networks & Cloud Computing
CYB113-4 Server Infrastructure and Security
CYB114-4 Fundamentals of Network Security
CYB201-4 Network+

SEMESTER 2

CYB210-4 Linux Administration and Security
CYB212-4 Cyber Defense
CYB213-4 Network Routing and Switching
CYB304-4 IT Security Forensics
CYB306-4 Capstone Project

SEMESTER 3

CYB310-4 Ethical Hacking II
CYB312-4 Cyber Programming and Scripting
CYB313-4 Cloud Networks
CYB314-4 Network Automation and AI
CYB315-4 Advanced Routing and Switching

SEMESTER 4

CYB401-12 Cybersecurity Internship

Course Descriptions

Semester 1

Ethical Hacking I (CYB110) (4 credits)

Viewed from a Canadian perspective, this course introduces students to what and who ethical hackers are, and how they are different from non-ethical hackers. The course explores why ethical hacking is essential for protecting data from cyber-attacks. Students will utilize software and apply procedures to assess the attack surface of an organization, as well as perform penetration testing and vulnerability assessment.

Hybrid Networks & Cloud Computing (CYB112) (4 credits)

This course provides a comprehensive overview of cloud computing concepts and hybrid networking infrastructure. Students will explore hybrid network models and strategies for connecting on-premises servers to cloud resources, including VPNs, direct connections, and SD-WAN. The fundamental principles of cloud services, including infrastructure as a service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) will be explored. The curriculum emphasizes the design, development, and management of hybrid and cloud solutions, focusing on scalability, security, and performance.

Server Infrastructure and Security (CYB113) (4 credits)

In the first part of the course, the learner will plan, design then install an Active Directory based Windows Server. The environment will then be secured via firewall and OS updates in preparation for shares, folders and file level security. Using a Windows client OS, the learner will test their Network DNS, Web and Certificate configurations in an Active Directory model using various user accounts. Multiple domain controllers will be configured and tested using the Forest / Tree model. In part two of the course, the learner will configure, secure then test a cloud-based network server. The final part of the course will have the learner exploring then applying backup and disaster recovery plans for the network environment.

Fundamentals of Network Security (CYB114) (4 credits)

This course provides an in-depth study of network security principles, standards, cryptography, best practices and current threats. The learner will apply extensive hands-on work in establishing secure network platforms using both Windows and Linux on-premises and cloud-based solutions, then test them for system vulnerabilities using a variety of security tools and methods.

Network+ (CYB201) (4 credits)

In this course students will learn the theory and concepts required to successfully administer and troubleshoot wired and wireless TCP/IP-based networks. Through this course, students will be introduced to topics included on the CompTIA Network+ certification exams.

Semester 2

Linux Administration and Security (CYB210) (4 credits)

In this course, students will learn how to install, configure, secure and administer a Linux system. More specifically, they will gain a solid working knowledge of system and network administration, cloud technologies, security tools, and more. At course completion, students will have covered many topics included on the CompTIA Linux+ certification exam.

Cyber Defense (CYB212) (4 credits)

This course covers IT security defense and response in the Canadian and Ontario regulatory environments. This course covers the procedures used to implement and configure security within an enterprise environment, as well as respond to security incidents. Focus will be placed on tools that can be used to secure access to data and mitigate security breaches.

Network Routing and Switching (CYB213) (4 credits)

In this course, students learn key LAN, WAN and WLAN concepts, as well as their configuration using Cisco routers and switches. Moreover, students learn how to manage IP configuration, mitigate security threats, and automate the configuration of networks. Through this course, students will be introduced to topics included on the Cisco Certified Network Associate (CCNA) certification exam.

IT Security Forensics (CYB304) (4 credits)

In this course, students will learn about computer forensics and methods of investigating security breaches. Students are introduced to digital forensic tools in order to acquire, preserve, and manage digital evidence to support investigations. They will also learn to analyze cyber intrusion, reconstruct vital data, examine organizational policy violations and resolve disputes.

Capstone Project (CYB306) (4 credits)

The primary focus of the Capstone Project course is experiential learning through an applied project. This course integrates the knowledge and skills students have obtained throughout the Program. The learner

will plan, design, configure, install, secure then test a complex Enterprise Network solution. The platform will incorporate a Domain with multiple domain controllers using multi-master replication and distributed file systems. A complete solution will include: DNS, Web, Mail, VPN and Database Servers. A disaster recovery plan will be assembled as part of supporting the network and data. Network penetration and testing procedures will be applied and Network defense monitoring solutions will be utilized and analyzed. The learner will prepare and submit documentation for the overall project.

Semester 3

Ethical Hacking II (CYB310) (4 credits)

This advanced course is designed for individuals seeking to deepen their knowledge and skills in ethical hacking and cybersecurity. Participants will explore complex topics and techniques that go beyond the basics, equipping them with the tools necessary to identify, exploit, and remediate vulnerabilities in systems.

Cyber Programming and Scripting (CYB312) (4 credits)

This course aims to equip students with the programming and scripting skills necessary for effective cyber defense and network offense testing. It combines theoretical knowledge with practical applications, enabling participants to develop tools and scripts for security analysis, incident response, and threat mitigation.

Cloud Networks (CYB313) (4 credits)

The Cloud has become the destination for many new and existing business networks. Cyber and Network security employees must be prepared for this emerging environment. In this course, students will gain practical hands-on skills working in the Cloud using a variety of vendor platforms where they create virtual machines, virtual networks, administer users and groups, apply security policies, control IOT devices and more, while defending the networks.

Network Automation and AI (CYB314) (4 credits)

In today's digital landscape, the convergence of network automation and artificial intelligence (AI) is transforming cybersecurity practices. This course provides a comprehensive overview of how automation and AI enhance network security, streamline operations, and respond to threats more effectively. Students will utilize applications to allow network automation, including configuration management, monitoring, and orchestration tools for the purpose of improving detection efficiency while reducing human error.

Advanced Routing and Switching (CYB315) (4 credits)

This course builds upon knowledge gained and provides further insight into the operation of routers, switches, and other equipment in a network environment. Students will learn about networking using a layered approach and how to configure a router and a switch for functionality using actual network equipment. By the end of the course, students will have a good understanding of TCP/IP, Subnetting, Routing, Layer 2 Switching, Virtual LANs, and Network Address Translation.

Semester 4

Cybersecurity Internship (CYB401) (12 credits)

On successful completion of the first three semesters of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.

Cybersecurity - Canadian Context (Brampton)

Section B.155
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5912)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Cybersecurity program is designed for the individual seeking knowledge and certification in computer and network-related administration and security.

The Cybersecurity program gives students the knowledge and practical skills needed to become an industry-ready IT security professional.

In addition to communication and support training, students receive training on popular operating systems including Microsoft Windows, Microsoft Windows Server, and Linux. Moreover, students learn how to configure computer and network technologies such as Cisco routers and switches, server virtualization, network services, and security technologies, as well as learn how to perform penetration tests, vulnerability assessments and forensic analysis of security breaches. Additionally, students learn how to communicate effectively, as well as manage time and IT-related projects within a Canadian corporate infrastructure.

PROGRAM OUTCOMES

1. Develop and implement cyber security solutions to protect network systems and data.
2. Plan and implement security assessment methodologies, vulnerability management strategies and incident response procedures to generate and communicate security analysis reports and recommendations to the proper level of the organization.
3. Recommend processes and procedures for maintenance and deployment of cyber security solutions
4. Select and deploy optimal security appliances and technologies to safeguard an organization's network.
5. Comply with existing industry policies, regulations, and ethics for information systems and information technology security solutions to ensure industry expectations and standards are met or exceeded.
6. Analyze security risks to organizations and business processes to mitigate risk in compliance with industry standards.
7. Plan and conduct disaster recovery, forensic investigations and incident responses to support Business Continuity of an organization.

8. Implement and conduct penetration testing to identify and exploit an organization's network system vulnerability.
9. Perform various types of cyber analysis to detect actual security incidents and suggest solutions.
10. Maintain ongoing personal and professional development to improve work performance in the field of information technology.
11. Communicate effectively and professionally in an information technology workplace to increase overall productivity and support a positive work environment.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent in a discipline of Information Technology, which can include: computer programming, computer systems technology, computer networking, computer engineering or other computer-related discipline.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

CMM510-2 Professional Communication
CYB101-4 Computer and Networking Fundamentals
CYB102-4 Windows Administration and PowerShell Scripting
CYB103-6 Windows Server and Active Directory Administration
CYB104-4 Project Management

SEMESTER 2

CYB201-4 Network+
CYB202-6 Linux Administration
CYB203-4 IT Security: Ethical and Legal Issues
CYB204-6 Cisco Technologies (CCNA)

SEMESTER 3

CSD110-4 Introduction to Programming
CYB301-5 Security Defense and Response
CYB302-5 Ethical Hacking
CYB304-4 IT Security Forensics
CYB305-2 Career Planning and Preparation

SEMESTER 4

CYB401-12 Cybersecurity Internship

Course Descriptions

Semester 1

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Computer and Networking Fundamentals (CYB101) (4 credits)

This course reviews the essential operating system skills and understanding required for a Cybersecurity professional. More specifically, students learn how to use, configure, upgrade, troubleshoot and maintain computer hardware alongside the Windows family of operating systems, as well as basic configuration of Linux, macOS, and mobile operating systems. At course completion, students will have covered the topics covered on the CompTIA A+ Certification exam.

Windows Administration and PowerShell Scripting (CYB102) (4 credits)

Students will apply hands-on skills in cyber-security management of Cloud-based and on-premises Windows network environments. The course utilizes defense strategies through an understanding of system and file permissions, password and account security, group policy, registry, encryption, and firewall management. Cyber Security best practices using the zero trust framework model will be implemented to secure and protect data from unauthorized users and cyber-criminals.

Windows Server and Active Directory Administration (CYB103) (6 credits)

This course focuses on the administration and configuration of Windows Server in both on-premises and Microsoft Azure cloud environments. Learners will deploy, configure, manage and secure Windows Server and network services through the use of admin tools, policies, network security and access management.

Project Management (CYB104) (4 credits)

Communication as well as time and project management skills are vital for success in today's Canadian IT industry. Through the use of examples, demonstrations, projects and group activities, students will examine various communication, time and project management strategies and techniques that are commonly used within the context of Cybersecurity projects in the Canadian IT industry.

Semester 2

Network+ (CYB201) (4 credits)

In this course students will learn the theory and concepts required to successfully administer and troubleshoot wired and wireless TCP/IP-based networks. Through this course, students will be introduced to topics included on the CompTIA Network+ certification exams.

Linux Administration (CYB202) (6 credits)

When properly configured, Linux can serve as one of the most stable, secure, and performance-oriented operating systems available. It serves as a key component in enterprise virtualization and cloud service offerings and is used extensively in the computer forensics and cybersecurity space. In this course,

students will learn how to install, configure, and administer a Linux system. More specifically, they will gain a solid working knowledge of system and network administration, cloud technologies, security tools, and more. At course completion, students will have covered many topics included on the CompTIA Linux+ certification exam.

IT Security: Ethical and Legal Issues (CYB203) (4 credits)

In the course, students will learn about the legal and regulatory environment in Canada as it relates to IT security. The course will touch on regulations in multiple provinces but will focus primary on the regulations in the province of Ontario. Ethical considerations will be viewed through a Canadian bias, as topics such as privacy, consent to use information and ethical hacking are discussed.

Cisco Technologies (CCNA) (CYB204) (6 credits)

In this course, students learn key LAN, WAN and WLAN concepts, as well as their configuration using Cisco routers and switches. Moreover, students learn how to manage IP configuration, mitigate security threats, and automate the configuration of networks. Through this course, students will be introduced to topics included on the Cisco Certified Network Associate (CCNA) certification exam.

Semester 3

Introduction to Programming (CSD110) (4 credits)

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Security Defense and Response (CYB301) (5 credits)

This course covers IT security defense and response in the Canadian and Ontario regulatory environments. This course covers the procedures used to implement and configure security within an enterprise environment, as well as respond to security incidents. Focus will be placed on tools that can be used to secure access to data and mitigate security breaches.

Ethical Hacking (CYB302) (5 credits)

Viewed from a Canadian perspective, this course introduces students to what and who ethical hackers are, and how they are different from non-ethical hackers. The course explores why ethical hacking is essential for protecting data from cyber-attacks. This course covers the procedures used to assess the attack surface of an organization, as well as perform a penetration test and vulnerability assessment.

IT Security Forensics (CYB304) (4 credits)

In this course, students will learn about computer forensics and methods of investigating security breaches. Students are introduced to digital forensic tools in order to acquire, preserve, and manage digital evidence to support investigations. They will also learn to analyze cyber intrusion, reconstruct vital data, examine organizational policy violations and resolve disputes.

Career Planning and Preparation (CYB305) (2 credits)

This module introduces tools for planning and preparing for a successful job search in Canada. Students will

learn about the Hidden Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, prepare a professional resume and references, and organize proof documents for their career portfolio. Students will learn how to conduct an effective job search and identify various methods of applying for work with today's technology.

Semester 4

Cybersecurity Internship (CYB401) (12 credits)

On successful completion of the first three semesters of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.

Cybersecurity - Canadian Context (Toronto)

Section B.156
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (5911)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

The Cybersecurity program is designed for the individual seeking knowledge and certification in computer and network-related administration and security.

The Cybersecurity program gives students the knowledge and practical skills needed to become an industry-ready IT security professional.

In addition to communication and support training, students receive training on popular operating systems including Microsoft Windows, Microsoft Windows Server, and Linux. Moreover, students learn how to configure computer and network technologies such as Cisco routers and switches, server virtualization, network services, and security technologies, as well as learn how to perform penetration tests, vulnerability assessments and forensic analysis of security breaches. Additionally, students learn how to communicate effectively, as well as manage time and IT-related projects within a Canadian corporate infrastructure.

PROGRAM OUTCOMES

1. Develop and implement cyber security solutions to protect network systems and data.
2. Plan and implement security assessment methodologies, vulnerability management strategies and incident response procedures to generate and communicate security analysis reports and recommendations to the proper level of the organization.
3. Recommend processes and procedures for maintenance and deployment of cyber security solutions
4. Select and deploy optimal security appliances and technologies to safeguard an organization's network.
5. Comply with existing industry policies, regulations, and ethics for information systems and information technology security solutions to ensure industry expectations and standards are met or exceeded.
6. Analyze security risks to organizations and business processes to mitigate risk in compliance with industry standards.
7. Plan and conduct disaster recovery, forensic investigations and incident responses to support Business Continuity of an organization.

8. Implement and conduct penetration testing to identify and exploit an organization's network system vulnerability.
9. Perform various types of cyber analysis to detect actual security incidents and suggest solutions.
10. Maintain ongoing personal and professional development to improve work performance in the field of information technology.
11. Communicate effectively and professionally in an information technology workplace to increase overall productivity and support a positive work environment.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent in a discipline of Information Technology, which can include: computer programming, computer systems technology, computer networking, computer engineering or other computer-related discipline.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

CMM510-2 Professional Communication
CYB101-4 Computer and Networking Fundamentals
CYB102-4 Windows Administration and PowerShell Scripting
CYB103-6 Windows Server and Active Directory Administration
CYB104-4 Project Management

SEMESTER 2

CYB201-4 Network+
CYB202-6 Linux Administration
CYB203-4 IT Security: Ethical and Legal Issues
CYB204-6 Cisco Technologies (CCNA)

SEMESTER 3

CSD110-4 Introduction to Programming
CYB301-5 Security Defense and Response
CYB302-5 Ethical Hacking
CYB304-4 IT Security Forensics
CYB305-2 Career Planning and Preparation

SEMESTER 4

CYB401-12 Cybersecurity Internship

Course Descriptions

Semester 1

Professional Communication (CMM510) (2 credits)

This course helps students develop professional communication skills required for success in the Canadian workplace. Industry-related assignments involve various modes of communication, including writing, with a focus on program-related materials and expectations. With opportunities to use computers and other media, students create effective job search documents, develop interview skills, and identify career pathway possibilities. Emphasis is placed on integrating positive and inclusive language, listening to client needs, and developing error-free, effective communications.

Computer and Networking Fundamentals (CYB101) (4 credits)

This course reviews the essential operating system skills and understanding required for a Cybersecurity professional. More specifically, students learn how to use, configure, upgrade, troubleshoot and maintain computer hardware alongside the Windows family of operating systems, as well as basic configuration of Linux, macOS, and mobile operating systems. At course completion, students will have covered the topics covered on the CompTIA A+ Certification exam.

Windows Administration and PowerShell Scripting (CYB102) (4 credits)

Students will apply hands-on skills in cyber-security management of Cloud-based and on-premises Windows network environments. The course utilizes defense strategies through an understanding of system and file permissions, password and account security, group policy, registry, encryption, and firewall management. Cyber Security best practices using the zero trust framework model will be implemented to secure and protect data from unauthorized users and cyber-criminals.

Windows Server and Active Directory Administration (CYB103) (6 credits)

This course focuses on the administration and configuration of Windows Server in both on-premises and Microsoft Azure cloud environments. Learners will deploy, configure, manage and secure Windows Server and network services through the use of admin tools, policies, network security and access management.

Project Management (CYB104) (4 credits)

Communication as well as time and project management skills are vital for success in today's Canadian IT industry. Through the use of examples, demonstrations, projects and group activities, students will examine various communication, time and project management strategies and techniques that are commonly used within the context of Cybersecurity projects in the Canadian IT industry.

Semester 2

Network+ (CYB201) (4 credits)

In this course students will learn the theory and concepts required to successfully administer and troubleshoot wired and wireless TCP/IP-based networks. Through this course, students will be introduced to topics included on the CompTIA Network+ certification exams.

Linux Administration (CYB202) (6 credits)

When properly configured, Linux can serve as one of the most stable, secure, and performance-oriented operating systems available. It serves as a key component in enterprise virtualization and cloud service offerings and is used extensively in the computer forensics and cybersecurity space. In this course, students will learn how to install, configure, and administer a Linux system. More specifically, they will gain a solid working knowledge of system and network administration, cloud technologies, security tools, and more. At course completion, students will have covered many topics included on the CompTIA Linux+ certification exam.

IT Security: Ethical and Legal Issues (CYB203) (4 credits)

In the course, students will learn about the legal and regulatory environment in Canada as it relates to IT security. The course will touch on regulations in multiple provinces but will focus primary on the regulations in the province of Ontario. Ethical considerations will be viewed through a Canadian bias, as topics such as privacy, consent to use information and ethical hacking are discussed.

Cisco Technologies (CCNA) (CYB204) (6 credits)

In this course, students learn key LAN, WAN and WLAN concepts, as well as their configuration using Cisco routers and switches. Moreover, students learn how to manage IP configuration, mitigate security threats, and automate the configuration of networks. Through this course, students will be introduced to topics included on the Cisco Certified Network Associate (CCNA) certification exam.

Semester 3**Introduction to Programming (CSD110) (4 credits)**

The ability to solve arbitrary problems using a computer programming language is a valuable skill for anyone. Accessible to all regardless of previous experience, the goal of this course is to give students a sense of how to solve computing problems using the fundamental constructs in all programming languages: values, types, operators, variables, lists, conditionals, loops, functions, input & output. Students gain an understanding of how to break problems into sub problems that can be solved using these fundamental constructs, and they learn how computers can `understand` and execute the instructions they write in their programs.

Due to their low barrier to entry and wide adoption, Python and/or JavaScript will be used as the programming language of delivery.

Security Defense and Response (CYB301) (5 credits)

This course covers IT security defense and response in the Canadian and Ontario regulatory environments. This course covers the procedures used to implement and configure security within an enterprise environment, as well as respond to security incidents. Focus will be placed on tools that can be used to secure access to data and mitigate security breaches.

Ethical Hacking (CYB302) (5 credits)

Viewed from a Canadian perspective, this course introduces students to what and who ethical hackers are, and how they are different from non-ethical hackers . The course explores why ethical hacking is essential for protecting data from cyber-attacks. This course covers the procedures used to assess the attack surface of an organization, as well as perform a penetration test and vulnerability assessment.

IT Security Forensics (CYB304) (4 credits)

In this course, students will learn about computer forensics and methods of investigating security breaches. Students are introduced to digital forensic tools in order to acquire, preserve, and manage digital evidence to support investigations. They will also learn to analyze cyber intrusion, reconstruct vital data, examine organizational policy violations and resolve disputes.

Career Planning and Preparation (CYB305) (2 credits)

This module introduces tools for planning and preparing for a successful job search in Canada. Students will learn about the Hidden Job Market and ways to access it in their upcoming job search, how to research opportunities and network for industry contacts and use appropriate etiquette when communicating with prospective employers. Students will identify their personal skills, values and preferences for the workplace, prepare a professional resume and references, and organize proof documents for their career

portfolio. Students will learn how to conduct an effective job search and identify various methods of applying for work with today`s technology.

Semester 4

Cybersecurity Internship (CYB401) (12 credits)

On successful completion of the first three semesters of this program, students will be placed on field placement at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.

E-Learning and Training Development

Section B.157
2025-07-02

Ontario College Graduate Certificate (1 Years - 2 Semesters) (1228)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

In this one-year Ontario Graduate Certificate program, students will learn how to work closely with the subject matter and industry experts to create online training and educational modules that will meet the diverse needs of varying audiences.

Students will learn how to work with the following technological tools to support the design and development of eLearning and training materials: Articulate 360, Adobe Photoshop and Illustrator, Web Conferencing and Authoring Tools, and Learning Management Systems.

Upon completion of this program, graduates will be able to assess learning and training needs, and create an effective eLearning and training online learning experience that meets the needs of various target groups and audiences. Graduates will be employable in any industry that values and supports lifelong learning, training, upskilling, and development.

Students entering this program will require a laptop and second monitor, wireless keyboard, mouse and headset. Students will be required to purchase Articulate 360, Adobe Photoshop and Illustrator software, and require hardware that supports these technical requirements. During the first week of class students will be advised of the requirement to purchase a Quality Matters Student Subscription (approximately \$100 CAD).

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, or Ontario College Advanced Diploma, or Degree, or equivalent.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

The program qualifies graduates for a broad range rewarding career opportunities that are dynamic and challenging offering a competitive rate of compensation. Career positions may include, but are not limited to:

- Teacher
- College Teacher
- Corporate Trainer
- Instructor
- Training Officer
- Curriculum Developer
- Instructional Designer
- Education Consultant

EDUCATIONAL PATHS

As this program provides for specific, practical skills in educational and mobile technologies as well as instructional design for the classroom, this program will be of great interest to prospective students with a College Diploma, Advanced Diploma, or University Degree in education or educational-related fields.

The graduate certificate will serve as a pathway opportunity for diploma and advanced diplomas. At Sault College, it may be of particular interest to graduates of Early Childhood Education Business, and Computer Studies programs.

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

ELD100-3 Assessing Performance Needs
 ELD101-3 Accessibility, Copyright, and Ethics in Online Course Creati
 ELD102-3 Evaluating Learning and Development
 ELD103-3 Facilitating Online and Hybrid Learning
 ELD104-4 Instructional and Learning Design
 ELD105-3 Learning Management Systems

SEMESTER 2

ELD200-3 Facilitating Online Training
 ELD201-3 eLearning Quality Assurance
 ELD202-4 Adobe Photoshop and Illustrator
 ELD203-4 Introduction to Articulate
 ELD204-4 eLearning Design Principles
 ELD205-2 Capstone Project

Course Descriptions

Semester 1

Assessing Performance Needs (ELD100) (3 credits)

In this course, learners will explore the various ways to assess learners' performance needs and goals in different educational and training environments. Learners will evaluate integrated learning methods and evaluations to ensure that learners' performance needs are accurately determined and assessed. Additionally, learners will discover how to conduct a performance needs analysis to determine areas of

strength and improvement, as well as establish short and long-term goals to support progress, growth, and development.

Accessibility, Copyright, and Ethics in Online Course Creati (ELD101) (3 credits)

In this course, learners will learn how to evaluate the quality of all learning materials and resources, such as copyright and accessibility compliance, to ensure that ethical research practices are adhered to during each phase of online course creation and development. Learners will be exposed to Canadian standards and legislation such as the Accessibility for Ontarians with Disability Act, Copyright Law, and Universal Design of Learning.

Evaluating Learning and Development (ELD102) (3 credits)

In this course, learners will learn how to effectively evaluate individuals in various settings. Learners will familiarize themselves with several evaluation methods to support constructive feedback, remediation, and improvement. Learners will explore learning strategies and solutions to assist individuals with professional development and create training and educational resources using educational technologies.

Facilitating Online and Hybrid Learning (ELD103) (3 credits)

In this course, learners will explore the importance of using effective instructional strategies and techniques for online and hybrid environments. Learners will be introduced to an array of educational technological tools, including various Learning and Course Management Systems to support the facilitation of online and hybrid learning and training. Learners will also explore how to develop effective lesson plans to facilitate online and hybrid learning to various target audiences.

Instructional and Learning Design (ELD104) (4 credits)

In this course, learners will explore common instructional design models to develop quality online courses and training modules. They will apply various instructional design models to training and lesson plans to ensure that learners' needs and learning styles are addressed. Learners will also explore the fundamentals of design, such as multi-media, to enhance online learning experiences using educational technologies.

Learning Management Systems (ELD105) (3 credits)

In this course, learners will explore a variety of learning and course management systems used for online learning. Learners will become familiar with the features and tools to support learners in an online learning environment. Learners will discover how learning management systems can be utilized in a manner that supports active learning for both instructors and participants.

Semester 2

Facilitating Online Training (ELD200) (3 credits)

In this course, learners will explore how to use educational technology to deliver and facilitate online training that adheres to instructional design and learning theories tailored for adult learners. Additionally, learners will discover how to create effective lesson plans to support online training using educational technologies.

eLearning Quality Assurance (ELD201) (3 credits)

In this course, learners will discover common frameworks and best practices for adhering to quality assurance practices within eLearning. Learners will be introduced to Quality Matters, a quality assurance model used to design and review K-12 and higher education curricula, as well as continuing education and professional development and training modules.

Adobe Photoshop and Illustrator (ELD202) (4 credits)

In this course, learners will explore how to use Adobe Photoshop and Illustrator to create esthetically pleasing images and graphics for online learning and training modules. Learners will explore the basic features of both programs to enhance their design skills and create graphics that can be embedded within their training and educational resources and materials.

Introduction to Articulate (ELD203) (4 credits)

In this course, learners will discover how to use a common eLearning authoring tool called Articulate 360. Learners will explore how to use the features within this software to create interactive and engaging online learning and training modules. Learners will integrate fundamentals of design, illustration, animation, audio, and video to design engaging technology - based learning modules.

eLearning Design Principles (ELD204) (4 credits)

In this course, learners will explore common design principles and best practices for designing esthetically pleasing online learning and training modules. Learners will discover the importance of design principles and how to incorporate them effectively in the design and development of their courses. Learners will learn how to integrate fundamentals of design, illustration, animation, audio, and video to design engaging technology-based learning materials.

Capstone Project (ELD205) (2 credits)

Students will apply their theoretical and technical skills to create an online training module that takes into consideration instructional design practices, quality assurance, accessibility, and copyright standards for online learning and development. Students will use their instructional design skills to storyboard an eLearning module, learning how to curate content and resources that will meet the needs of generational learners and learning styles. With the use of eLearning authoring tools such as Articulate 360, Adobe products, and animated video creation products, students will learn how to transform their storyboard content into immersive and engaging eLearning experiences. At the end of their capstone course, students will have a marketable product that they will be able to use to showcase their strengths and competencies to potential employers.

PROGRAM OVERVIEW

Welcome to a world where software development and technology meet with healthcare to create more efficient patient care facilities and safer communities.

This is Health Informatics at Sault College.

The 1-year Health Informatics program teaches you how to develop and use technologies to meet the demands of healthcare organizations. Learn how to leverage data and critical patient information to facilitate healthcare delivery and decision making.

Learn key professional skills in:

- Electronic medical records
- Automated voice transcription
- Digital imaging concepts
- Admission discharge transfer (ADT) messaging and workflow
- Billing technologies
- Communication regulations surrounding personal data

The world needs more of the real you. It starts here.

PROGRAM OUTCOMES

A graduate of the Health Informatics program at Sault College will reliably demonstrate the ability to:

1. Assess organizational requirements for health information system technologies (HIST) and evaluate the impact of HIST on business/clinical processes, and on health services delivery to inform change in necessary.
2. Develop, implement, and evaluate health information management practices, policies and processes to support client care, organizational goals, operations, and regulatory compliance.
3. Analyze relevant local, national and global health care and health information management issues, trends, technologies and standards to support health information systems and processes.
4. Ensure compliance with the legal health obligations, as well as with the professional, ethical and organizational standards that ensure privacy, security and confidentiality in the access, retention, storage and disposal of personal health information.
5. Apply business and system analysis techniques to evaluate the effectiveness of health information systems technologies within a health-related setting.
6. Work professionally, ethically and collaboratively with stakeholders and as a member of an interdisciplinary health care team, to enhance the collection, distribution, use, security and awareness of quality health information and its impact on client care.
7. Design training and education for staff within the health care organization on the effective use of health information system technologies (HIST) and processes.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent. A diploma or degree in a health-related field degree is an asset.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates will be prepared for positions in health care organizations to lead or assist with health information and/or technology projects as the: clinical or IT Manager; the Health Technology Leader; Clinical Informatics Specialist; or Health Technology Education Specialist.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$3,025.80	\$1,250.00	\$16,202.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

The laddering opportunities would be from Diploma, Advanced Diploma or Degree programs into the Graduate Certificate.

The list of these programs at Sault College is as follows:

- Bachelor of Science in Nursing Degree
- Practical Nursing Diploma
- Occupational Therapist Assistant & Physiotherapist Assistant Diploma
- Computer Programming Diploma

OTHER INFORMATION

Program College Contact: Dan Kachur, dan.kachur@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

HCA111-3 Communications for Healthcare Professionals
HIN101-3 Foundations of Business Analysis
HIN102-3 Business Analysis Competencies and Techniques
HIN103-3 Healthcare Systems
HIN104-3 Healthcare Information Technology
HIN105-3 Information Management and Clinical Decision Making
HIN106-3 Project Management for Health Informatics

SEMESTER 2

HIN201-2 Portfolio Development and Career Readiness

HIN202-3 Health Data Standards

HIN203-3 Health Informatics System Analysis and Evaluation

HIN204-3 Health Informatics Technology and Clinical Practice

HIN205-3 Health Information: Legislation, Privacy, and Security

HIN206-5 Capstone Project

Course Descriptions

Semester 1

Communications for Healthcare Professionals (HCA111) (3 credits)

This course provides students with the resources and skills to communicate in an effective, professional manner in a health care setting, both internally and externally to the organization. Students will apply best practices in communication in both oral and written formats using a variety of resources, technologies, and social media to interact with key health care stakeholders.

Foundations of Business Analysis (HIN101) (3 credits)

Learners are introduced to the discipline of business analysis. Students will study business analysis knowledge, the underlying core competencies, and learn the techniques used in the business analysis profession.

Business Analysis Competencies and Techniques (HIN102) (3 credits)

This course introduces students to the skills and instruments used in analysis/informatics. Learners will learn how to manage working groups in traditional face to face and online formats using typical methods of communication within an organization. By working in groups, students will learn about the development of successful teams and how to optimize different communication styles. They will develop an understanding in how to deal with colleagues and stakeholders in difficult situations through the use of critical and creative thinking. Throughout this course, students will develop techniques, tools, and documents they will be able to utilize as they progress through this program.

Healthcare Systems (HIN103) (3 credits)

Students will evaluate the Canadian healthcare system(s) from the federal, provincial and local municipal perspectives. They will also consider the health care system within the social, political, economic, and historical contexts. This course will explore various health care providers, professional associations and practice settings. There will be a focus on the health care system within Ontario from the viewpoint of issues, policies, and healthcare reform. Students will explore a variety of health information systems with the accompanying benefits and challenges in health organizations.

Healthcare Information Technology (HIN104) (3 credits)

This course will provide the basic foundation of health information technology (HIT) through current definitions and topics, such as: health informatics, health care data, electronic health record, acute and primary care. Students will explore the health information technology being used in a variety of settings, such as: hospitals, public health, long term care, community, and physician's offices. The course will also investigate how healthcare professionals and patients/consumers use data. Students will also be exposed

to the advancements in HIT globally through health informatics; mobile technology, the use of telemedicine, and artificial intelligence (AI) applications.

Information Management and Clinical Decision Making (HIN105) (3 credits)

This course will explore the difference between information and knowledge while focusing on their individual importance in health care informatics. Students will learn about the radical changes to how health information is being gathered, stored, analyzed, and reported. The technology and applications designed to contain health information are evolving rapidly, thus students will examine how these changes are impacting clinical decision-making and practice.

Project Management for Health Informatics (HIN106) (3 credits)

This course explores essential elements of project management and their application to the health care industry. Learners apply the topics of planning, budgeting, managing and controlling projects. Faculty layer technical project management skills on top of these topics to ensure learners can optimize project effectiveness within the health care context. This course introduces learners to project management software where students gain skills that are essential for any project. Health Care and Informatics case studies are reviewed throughout the semester, allowing for enhancement to the student learning experience.

Semester 2

Portfolio Development and Career Readiness (HIN201) (2 credits)

This course will help students analyze the current trends and career opportunities with the intention of finding employment. Various strategies for acquiring work will be explored and analyzed by the class. There will also be an opportunity to develop the necessary resumes, cover letters, interview skills, and a professional portfolio.

Health Data Standards (HIN202) (3 credits)

Students will learn the very important relationship between health data standards and health informatics. Learners will be expected to understand specific topics, such as: minimum data sets, nomenclature, classification systems, taxonomies, and the significance of data standards. Minimum data sets like the Discharge Abstract Database (DAD), National Ambulatory Care Reporting System (NACRS) and Canadian MIS database (CMDB), and others will be analyzed.

Health Informatics System Analysis and Evaluation (HIN203) (3 credits)

This course focuses on current and evolving systems used in health care settings. In a computerized lab environment, students will assess existing processes and create potential ones using different business or clinical process mapping methodologies and modeling tools. Concepts, techniques, and methodologies used in a systems development life cycle, as well as strategies of systems analysis, design and implementation will be discussed. The use of a variety of IT infrastructure management models will be studied. The role of various individuals in an organization will be analyzed in light of best practices in system development, training and implementation.

Health Informatics Technology and Clinical Practice (HIN204) (3 credits)

This course will increase the understanding of health informatics and health information technology provincially, nationally, and globally. This course will also study the influence of digitization on clinical practice. In the realm of clinical practice, we will study the development of electronic health records, patient portals, mobile technologies, and other clinical tools. Students will be expected to research any new or evolving technologies and their impact on clinical practice, as well.

Health Information: Legislation, Privacy, and Security (HIN205) (3 credits)

Students will study the importance of the legislation which governs privacy, confidentiality and security in Health Informatics. This course analyzes the issues health agencies need to attend to, in order to protect the personal health information of their patients and clients. The legislation regulating the management of health data will be studied, along with risk assessment and mitigation strategies regarding the protection of patient data.

Capstone Project (HIN206) (5 credits)

Students will apply business analysis, health data analysis, and project management tools and techniques which will culminate in a large research or practical project report and presentation on a current challenge facing the Ontario healthcare organizations and systems. Collaborative learning methods will be used in a teamwork setting. Mentoring will be provided throughout the course to support students in meeting the necessary requirements. The Group Capstone course will involve practical learning modules coupled with independent and team project work. Along with the group project, learners will undertake reflection and self-assessment of their personal work and contributions, professional growth, and collaboration.

Mobile Applications Design

Section B.159
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (2191)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Sault College Mobile Application Design program prepares you for the evolving and in-demand fields of mobile design development and web application development.

As a mobile application designer in the program, you'll build native applications for mobile devices, cross-platform web applications for all devices and create web and mobile-based solutions using the most current technologies.

Courses are taught by industry experts and cover topic such as:

- Responsive web design
- User experience (UX) design
- user interface (UI) design
- mobile application design and development
- cross-platform web applications for all devices
- business skills

Your path is unique. And we have options for that! The Mobile Application Design Program is a one-year post-diploma program gives you flexibility and strengthens your marketability in the workforce.

If you're looking to design a future of success. You will find it here.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Evaluate business and design requirements to select, formulate and implement mobile solutions.
2. Propose deliverable proprietary mobile solutions to prospective clients using business, marketing and sales strategies.
3. Develop application and user interfaces for various mobile platforms that leverage evolving mobile device capabilities.
4. Design and evaluate new and existing websites to ensure mobile usability for various devices and platforms.
5. Appraise technology criteria to create cross-platform applications built with rich-media, CSS and HTML-based technologies.
6. Design, develop and publish device-specific mobile applications using mobile solution technology to meet stakeholder requirements.
7. Evaluate and implement new features for current IOS, Android and other platforms to meet client needs.
8. Select and integrate database and server-side technologies into mobile solutions.
9. Construct and test security of mobile solutions using appropriate network technologies to secure against system threats.
10. Use project management principles and industry protocols to manage a collaborative mobile application development and to ensure quality assurance.
11. Design, develop and build a database to application specifications.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, or Degree in the field of computer systems technology, network architecture, computer engineering, information security or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Possible Occupational Titles:

- Mobile Applications Designer
- Mobile Applications Developer
- Mobile Applications Specialist
- Mobile Applications Security
- Mobile Applications Engineer
- Mobile Applications Consultant
- Mobile Applications Advertising Consultant
- Mobile Applications Sales Rep

Areas of Employment:

- Health Care
- Education
- Banking
- Finance Industry
- Transportation
- Business
- Advertising
- Marketing

OTHER INFORMATION

Program College Contact: Dan Kachur, dan.kachur@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

MAP101-3 Information Technology Entrepreneurship
MAP102-4 Apple Device Development
MAP103-5 Android Development using Android Studio
MAP104-4 Database Design
MAP105-4 Mobile Web: Cross-platform Development

SEMESTER 2

MAP201-5 Programming: Hands-on iOS Development
MAP203-3 Mobile Infrastructure: Introduction to Enterprise
MAP204-5 Hands-on Android Development
MAP205-3 Project Management
MAP206-4 Capstone Project

Course Descriptions

Semester 1

Information Technology Entrepreneurship (MAP101) (3 credits)

In this course, students will examine entrepreneurship as a fundamental skill for Information Technology (IT). Students will explore how to investigate and develop the key ingredients of a successful business plan. The focus of this course will be developing business skills and innovative attitudes essential for those who want to be: a founder of a technology start-up, a product manager working in technology start-up, or an agent of change in an existing company.

Apple Device Development (MAP102) (4 credits)

In this course, students will develop apps for mobile devices on the iOS platform. Apple's new Swift programming language and xCode development environment will be used. The focus of this course in programming is the development of user-interfaces and program logic for the iOS operating system.

Android Development using Android Studio (MAP103) (5 credits)

In this course, students will develop apps for mobile devices on the Android operating system. The course begins with the fundamentals of programming using Java. Later the student will move on to Android development using Android Studio. Weekly lab activities are used to reinforce student learning.

Database Design (MAP104) (4 credits)

In this course, students will learn database design in order to manage information in an enterprise. Learners will use the SQL language to define data structures and modify data using a relational database management system (RDBMS). Lessons within this course will include: querying, inserting, updating and deleting data from existing databases; implementing databases from a design; and finally, designing a database to meet various business requirements. MySQL, MySQL Workbench, SQL DML, SQL DDL and database normalization rules are the main course topics. This course is a first course in database fundamentals that prepares the student for a role supporting information management within an enterprise.

Mobile Web: Cross-platform Development (MAP105) (4 credits)

In this course, students will learn how to develop web-based apps that can be used across all platforms including the desktop and various mobile devices. This is an intensive study of front-end application technologies such as HTML5, CSS3, and JavaScript. This is a lab focused course where students should be prepared to write and submit code for review every week.

Semester 2

Programming: Hands-on iOS Development (MAP201) (5 credits)

In this course, students will continue their study of mobile development for the iOS platform. The focus will be a student-driven, deeper dive into the study of various APIs such as location, data management, networking and internet, wearable technology, and game development.

Mobile Infrastructure: Introduction to Enterprise (MAP203) (3 credits)

In this course, students will study the basics of cloud computing. Topics covered will include: the various categories of cloud computing, the various cloud computing vendors, virtualization technology, mobile cloud computing, security, the business impact of cloud and bring your own device (BYOD) mobility, and more. Students will have the opportunity to examine current cloud computing vendors; research, develop, and present samples of cloud applications; and participate in a peer-teaching lab environment that helps to build collaboration and communication skills.

Hands-on Android Development (MAP204) (5 credits)

In this course, students will learn to develop Android apps in a hands-on, application-driven approach. In this second Android course, students will extend their skills by learning to research advanced Android

Application Programming Interfaces (APIs) and create increasingly complex applications. The final capstone project will be based on an individual or group app development scenario.

Project Management (MAP205) (3 credits)

This course provides a comprehensive overview of Project Management from an Information Technology perspective. The student will study and apply project management techniques from the various Project Management knowledge areas including project integration, change theory, scope, time, cost, quality, human resource, communications, risk and procurement management. The student will acquire practical skills in using various tools used in Project Management by applying knowledge learned in assigned projects.

Capstone Project (MAP206) (4 credits)

This capstone project will enable you to demonstrate multiple skills you have attained through the Mobile Application Development program by developing a substantial mobile app project to solve a real-world problem. A significant experience in mobile app development is an asset for individuals seeking their first mobile app development job. Students may collaborate with local organizations, the college's Applied Research Centre, or embark on a mobile app business venture. Students will work individually or in small teams to produce interactive mobile app/mobile web app and meet design requirements typically specified by a faculty or industry. Students will work through the entire process of analysing, designing, and developing a mobile application with compelling user interfaces by applying software development methodologies and project management principles. Mentoring in project management and technical implementation will be provided to help teams achieve their goals. In addition to the project, students will be individually graded on reflections and assessment of their contributions.

Network Architecture and Security Analytics

Section B.160
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (2196)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Unlock your potential and follow the path to a growing and in-demand career in the dynamic world of network and cyber security, with our one-year Ontario College Graduate Certificate program.

Through hands-on experience, you'll master essential skills to succeed in the ever-changing world of IT. Dive into industry-leading solutions across Cloud and On-Prem platforms, including Microsoft, Cisco, Oracle, VMware, and Linux. Prepare to build and secure your own personal Virtual Enterprise Network (VEN).

Our state-of-the-art computer labs will allow you to apply theory to projects that mirror real-world scenarios. Explore and learn more about Virtual Machines, Cloud Networks, Firewalls, Routers, Switches, IoT devices, Rack Servers, VPN Servers, and Database Servers, and beyond.

Gain a solid foundation in Network+, Security+, Cisco, Microsoft Active Directory/Azure Cloud, Oracle Cloud, and VMware. Our program will prepare you to work towards certifications in these valuable areas to excel even further in the field.

Expand your knowledge and skills right here and embark on a journey to become a high-demand cybersecurity professional.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Design an enterprise network addressing the needs specified by a business or client.
2. Perform network monitoring, analysis and troubleshooting to determine efficient and secure operations. This includes the analysis of intrusion detection/prevention systems and methods and system log analysis both manual and automatic, analyzing network traffic patterns.
3. Develop strategies for dealing with common network vulnerabilities and security issues to protect information in a business, industry or other organization.
4. Design multi-site enterprise operating system infrastructure using a security architecture framework, including Virtual Private Networks.
5. Design and implement secure wireless networks with wireless access points and router configuration as well as linking wireless access control to the corporate Active Directory user database, incorporating current security standards.
6. Design and implement a virtualization and cloud computing focused infrastructure environment specifically addressing security risks associated with incorporating virtualization into an

organizations infrastructure.

7. Plan and configure web servers to conform to the corporate security policies.
8. Identify needs, and plan for IT network and security services to support an organization's business goals and objectives.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, or Degree in the field of computer systems technology, network architecture, cyber security, computer engineering, information security or equivalent.

Applicants whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements

CAREER PATHS

Possible Occupational Titles:

- Networking Architect
- Network Designer
- Network Developer
- Network Specialist
- Security Analyst
- Security Engineer
- Security Consultant
- Security Administer
- Cryptographer
- Chief Information Officer

Areas of Employment:

- Health Care
- Education
- Banking
- Finance
- Industry
- Transportation
- Business
- Aviation

OTHER INFORMATION

Program College Contact: Dan Kachur, dan.kachur@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

NASA101-4 Networking Essentials and Management

NASA102-4 Server Infrastructure & Security

NASA103-3 IT Service Management

NASA104-4 Fundamentals of Network Security

NASA105-5 Virtualization Infrastructure

SEMESTER 2

NASA201-3 Web Programming and Security

NASA202-3 Wireless Networks

NASA203-5 Securing the Edge & Security Analytics

NASA204-4 Virtual Private Networks

NASA206-2 Enterprise Network Design

NASA207-4 Capstone Project

Course Descriptions

Semester 1

Networking Essentials and Management (NASA101) (4 credits)

Computers use common communication protocols over digital interconnections to connect with each other. In today's technology driven environment end users just want to get work done and networking is an integral part of that effort. This course focuses on the network protocols and devices that enable them to function and how they are used to transmit data between senders and receivers.

Server Infrastructure & Security (NASA102) (4 credits)

In the first part of the course, the learner will plan, design then install an Active Directory based Windows Server. The environment will then be secured via firewall and OS updates in preparation for shares, folders and file level security. Using a Windows client OS, the learner will test their Network DNS, Web and Certificate configurations in an Active Directory model using various user accounts. Multiple domain controllers will be configured and tested using the Forest / Tree model. In part two of the course, the learner will configure, secure then test a cloud-based network server. The final part of the course will have the learner exploring then applying backup and disaster recovery plans for the network environment.

IT Service Management (NASA103) (3 credits)

IT service management (ITSM) refers to the activities that are performed by an organization to plan, design, deliver, operate and control information technology services offered to customers. ITIL (Information Technology Infrastructure Library) is the leading standard of IT Service Management, providing a cohesive set of best practices for IT. Students in this course will learn key elements, concepts and terminology used in the ITIL Service Lifecycle, including the linkages between Lifecycle stages, the processes used and their contribution to Service Management practices.

Fundamentals of Network Security (NASA104) (4 credits)

This course provides an in-depth study of network security principles, standards, cryptography, best practices and current threats. The learner will apply extensive hands-on work in establishing secure network platforms using both Windows and Linux on-premise and cloud-based solutions, then test them for system vulnerabilities using a variety of security tools and methods.

Virtualization Infrastructure (NASA105) (5 credits)

This course will cover the various technologies and business models related to virtualization and cloud computing. Students will deploy and manage a virtual infrastructure, taking into account the security considerations. Specific topics will include active directory integration, network security policies, firewall configuration and effective use of privileges, roles and permissions.

Semester 2

Web Programming and Security (NASA201) (3 credits)

This course will delve into the current scripting and computer languages used by modern web clients and servers, with a focus on the programming methodologies used to prevent exploitation of web security vulnerabilities.

Wireless Networks (NASA202) (3 credits)

This vendor-neutral course explores the physical and theoretical aspects of wireless network signals, wireless devices, protocols and security. Topics include wireless standards, radio frequency fundamentals, spread spectrum technologies and wireless intrusion and site survey fundamentals. The course helps prepare students interested in completing the CWNP Certified Wireless Network Administrator exam.

Securing the Edge & Security Analytics (NASA203) (5 credits)

This course will study the theory and hands on procedures required to monitor and secure a network. Edge and internal security principles will be studied in order to protect the network from both external and internal threats. The course will explore the principles of Network Security Monitoring along with its implementation and configuration. It delivers technical knowledge, insight, and hands-on training needed to prepare a network against and monitor a network for intrusion.

Virtual Private Networks (NASA204) (4 credits)

This course will examine the use of virtual private network (VPN) technologies to provide secure communications and configuration for client-to-site and site-to-site VPN solutions. The learner will apply hands-on activities using various vpn protocols and methods in establishing and testing their secure vpn connections. Security policies and rules will be planned then implemented on the VPN networks.

Enterprise Network Design (NASA206) (2 credits)

This course will examine the business-needs based design of enterprise networks. Analysis will focus on selecting technologies to securely implement backbone, distribution and access layers utilizing the most appropriate protocols. Models are used to answer management, security, resiliency, and flexibility concerns in office, mobile, virtual, cloud and data centre environments.

Capstone Project (NASA207) (4 credits)

The primary focus of the Capstone Project course is experiential learning through an applied project. This course integrates the knowledge and skills students have obtained throughout the Program. The learner will plan, design, configure, install, secure then test a complex Enterprise Network solution. The platform will incorporate a Domain with multiple domain controllers using multi-master replication and distributed file systems. A complete solution will include: DNS, Web, Mail, VPN and Database Servers. A disaster recovery plan will be assembled as part of supporting the network and data. Network penetration and testing procedures will be applied and Network defense monitoring solutions will be utilized and analyzed. The learner will prepare and submit documentation for the overall project.

PROGRAM OVERVIEW

Rated as one of the top programs in the province for the last 9 years in a row. Police Foundations prepares you for excellence in your career in law enforcement.

Experience training technology used by military and law enforcement agencies worldwide. Sault College's MILO Range tactical, use of force, and firearms training system delivers an immersive experience within our state-of-the-art simulation training lab. Learn through over 800 realistic, on-the-job scenarios that you can interact with using voice recognition and use of force tools.

Simulation training can help students achieve 90% learning retention. This isn't your typical 'police academy'.

With your drive, there's no doubt you'll be successful in your career. But we still want to make life easy for you. Small class sizes and one-on-one training means the focus will be on you and your success as a police officer.

You can obtain two college diplomas (Police Foundations Program and Protection, Security and Investigation Program) plus a university degree from either Lake Superior State University or Algoma University.

If you want to take your top-rated training a step further and save money, we have degree partnerships with Algoma University and Lake Superior State University.

The real you is on the fast track to one of the most in-demand careers. We can't wait for you to join our Justice Studies grads off doing great things in their communities!

PROGRAM OUTCOMES

A graduate of the Police Foundations Program at Sault College will reliably demonstrate the ability to:

1. complete all tasks in compliance with pertinent legislation, as well as policing standards, regulations and guidelines.
2. analyze all relevant information and make effective and legally defensible decisions in accordance with ethical and professional standards.
3. be accountable for ones actions when carrying out all tasks.
4. develop and implement ongoing effective strategies for personal and professional development.
5. ensure the respect of human rights and freedoms in all interactions.
6. work co-operatively in multidisciplinary teams to achieve mutual goals.
7. collaborate in the development and implementation of community policing strategies.
8. monitor, evaluate and document behaviours, situations and events accurately and discreetly in compliance with legal, professional, ethical and organizational requirements.
9. mitigate risks and maintain order by applying effective strategies in crisis, conflict and emergency situations.
10. take positive actions to help crime victims.

11. conduct investigations by collecting, documenting, preserving and presenting admissible evidence.

Reference

Ministry of Training, Colleges and Universities Police Foundations Program Standards (MTCU 53008), August 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

Graduates of the Police Foundations program should be aware that to be eligible for employment with police agencies in Ontario, they may be required to write a certification examination, as well as meet fitness, mathematics, communications, reasoning, hearing, and vision requirements. In order to secure employment in policing after graduation, the student must be a Canadian citizen or permanent resident and a Grade 12 graduate.

A valid driver's licence is also a requirement for all employment in policing. Consider starting the process of acquiring your licence early on in your program, so that you may have a greater opportunity for employment upon graduation. We recommend that students entering the program have computer literacy, which includes having some keyboarding and word processing skills.

CAREER PATHS

Graduates may find employment with municipal and provincial police forces, the RCMP, private and industrial security, customs, military police of the federal and provincial enforcement agencies. Students will be subject to all requirements of the Ontario Constable selection process and local police requirements when applying for a position as a police constable in Ontario.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Uniforms will be discussed on the first day of school, during orientation. The uniform consists of: Uniform

Shirt, Tactical Pants, Belt and Jacket.

OTHER INFORMATION

Program College Contact: Alan Montgomery, alan.montgomery@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
PFP102-3 Psychology
PFP108-3 Lifestyle Management I
PFP202-3 Interpersonal and Group Dynamics
PFP301-3 Criminal and Civil Law
GEN100-3 Global Citizenship
PFP101-3 Canadian Criminal Justice

SEMESTER 2

PFP204-3 Communications II
PFP208-3 Lifestyle Management II
PFP209-3 Diversity/First Nations Issues
PFP211-3 Political Science and Public Administration
PFP303-3 Police Powers I
PFP306-3 Community Policing I

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

PFP302-3 Criminal Code
PFP304-3 Interviewing and Investigation
PFP308-3 Lifestyle Management III
PFP401-3 Provincial Offences
PFP403-3 Police Powers II
PFP404-3 Investigation and Evidence

SEMESTER 4

PFP106-3 Principles of Ethical Reasoning
PFP201-3 Criminology
PFP212-3 Police Response to Mental Health and Addictions Issues
PFP305-3 Youth in Conflict with the Law
PFP402-3 Criminal Code and Federal Statute
PFP405-3 Conflict Management
PFP410-3 Traffic Management
PFP411-3 Applicant and Testing Procedures

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Psychology (PFP102) (3 credits)

In this introductory level course, students learn to apply basic psychological concepts including scientific methods, biological bases of behavior, perception, states of consciousness, and consequences of human behaviour including neuro-diverse behaviour.

Lifestyle Management I (PFP108) (3 credits)

This course introduces the student to the concept of wellness and provides practical strategies for developing a healthy lifestyle. Topics include: positive lifestyle choices, self management and behaviour change techniques, exercise prescription and fitness training methods. Through participation in hands on learning experiences, students gain the knowledge and skills necessary to make positive lifestyle changes. If students choose to incorporate their knowledge and skills into daily living, they will see an overall increase in personal wellness and fitness, as well as improved performance on law enforcement specific physical performance tests.

Interpersonal and Group Dynamics (PFP202) (3 credits)

This is an introductory course in group behaviour and interpersonal relations theories. The aim is to develop interpersonal effectiveness in teams and as individual team members through the use of effective communication skills. Emphasis is placed on cohesive group decision-making through a democratic problem-solving process. The course focuses on establishing group cohesiveness among divergent individual communities.

Criminal and Civil Law (PFP301) (3 credits)

This course deals with the fundamentals of criminal law, including: analyzing the elements of an offence, classification of offences, and the identification of defenses used in criminal cases. The course will also introduce the student to the rights of citizens in contracts, landlord and tenant situations, labour, and family law. Charter implications, as well as liability under tort law, will be reviewed and discussed. It is also designed to help the student develop research and analysis skills so that they can locate, interpret, and apply both statute and case law to investigations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Canadian Criminal Justice (PFP101) (3 credits)

This course is designed to introduce the student to the historical, social, cultural, and legal factors necessary for an understanding of how justice is administered in Canada. Topics include: origins of law, order and social control in society, the emergence of dispute settlement mechanisms, the evolution of social legal behaviour with accompanying structures or systems, and applied research methods. The historical, contemporary, and probable future of each of the components of the legal and the justice systems will be presented. The dynamics of the interaction between society, the individual, and the

inter-related components of the criminal justice system will be examined. The course will also introduce some contemporary criminological findings as well as cover major concepts, issues, and debates surrounding society's approach to crime and justice.

Semester 2

Communications II (PFP204) (3 credits)

In this advanced course, students write notebook entries and reports following guidelines used by police agencies. They will complete exercises that familiarize them with professional communication practices including business writing. Students will develop and enhance their reading, listening, and observational skills, and acquire effective presentation skills.

Lifestyle Management II (PFP208) (3 credits)

This course builds on the knowledge and skills developed in Fitness and Lifestyle Management I. Topics include: coronary heart disease prevention, basic nutrition and heart-smart eating, body composition management, cardiovascular fitness assessment and exercise participation and prescription. Through participation in a variety of learning experiences, students gain the knowledge and skills necessary to make positive lifestyle changes with an emphasis on cardiovascular health. If students choose to incorporate their knowledge and skills into daily living, they will see an overall increase in personal wellness and fitness, as well as improved performance on law enforcement specific fitness tests.

Diversity/First Nations Issues (PFP209) (3 credits)

The first half of this course introduces the students to the concepts of culture, ethnicity and race. It focuses on the fundamental issues of respect, acceptance and tolerance of diverse groups. The course will review the history of ethnic and race relations in Canada and analyze the current racial ethnic and diverse composition of Canadian society. Cultural/Social/Community organization of minority groups will be an important focus of this course. The second part of this course will increase the knowledge and awareness of important issues in the aboriginal culture of Canada. This will be accomplished through cultural analysis of a First Nation by studying its history, geography, social institutions, religion, aesthetics, living conditions and language. The legal status of the aboriginal people will be explored along with Aboriginal Rights and self determination and other critical issues related to land claims, justice and social services.

Political Science and Public Administration (PFP211) (3 credits)

The aim of this course is to introduce students to the concepts of both political science and public administration and to determine how these areas relate to law enforcement. The students will examine the history of politics in Canada, as well as the functions and organization of responsible government. This will be enhanced by further study into areas of public administration and the bureaucracy and its effect on law enforcement. Students will become cognizant of theories of bureaucracy, the history of the public service in Canada, and the art of making public policy.

Police Powers I (PFP303) (3 credits)

This introductory level course will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian criminal procedure. Citizen and police arrest and release authorities, police powers of search and seizure, with and without warrant, and the use and implications of police discretion will be the main themes of the course. The student will become familiar with police terminology and with the documentation required to affect arrest and release.

Community Policing I (PFP306) (3 credits)

This course will introduce students to the theory and models of community policing. Problem solving modes and alternate dispute resolution strategies will be examined. Community development and involvement in dispute resolution will be discussed. Public relations and crime prevention strategies will be researched and explored.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Criminal Code (PFP302) (3 credits)

This course will introduce students to the federal statute known as the Criminal Code of Canada as well as Martins Annual Criminal Code. Students will also be introduced to the most common Criminal Code offences. Offences against the person, property, weapons, and public order offences will be examined. Students will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed. Criminal procedures regarding the Criminal Court system and students will also research case law related to offences and determine its impact on law enforcement.

Interviewing and Investigation (PFP304) (3 credits)

This course will enable students to recognize and develop observation and communication skills related to the interviewing of victims, witnesses, and accused persons. Students will learn the theory and the basic steps of an investigation and the legal issues related to the completion of a successful investigation. Students will be required to maintain a police notebook for the duration of this course.

Lifestyle Management III (PFP308) (3 credits)

This course builds on the learning outcomes of Fitness and Lifestyle Management I and II which focus on wellness and the development of a healthy lifestyle.

Topics include: positive lifestyle choices, self management and behaviour change techniques, managing stress and shift work, exercise prescription and group leadership. Through participation in in-class fitness activities and self-directed fitness training, students will work towards improving their fitness level and meeting the employment standards on law enforcement specific fitness tests.

Provincial Offences (PFP401) (3 credits)

This course will focus on the most common provincial offences. After examining the processes that are established in the Provincial Offences Act, this course will examine the purpose of each of the statutes, arrest, search, seizure, and any other special authorities contained in those most commonly used Ontario Provincial Statutes. The elements of offences, possible defenses, and completion of Provincial Offence Notices for provincial and municipal offences will be highlighted.

Police Powers II (PFP403) (3 credits)

This course will focus on police governance and accountability. Issues related to the Community Safety and Policing Act, 2019, police complaints, First Nations policing and management and labour issues will be examined. Use of force theory, law, and legal issues related to the use of force will be discussed. Students will also examine theory related to officer safety issues.

Investigation and Evidence (PFP404) (3 credits)

This advanced level course will examine the requirements of a continuing investigation, the use of forensics, and the care and handling of evidence. Discussed will be the rules of evidence, charter implications and other issues related to the collection and presentation of evidence in a court of law.

Semester 4

Principles of Ethical Reasoning (PFP106) (3 credits)

This course focuses upon ethical issues and dilemmas faced by individuals as citizens and as professionals. It helps students to clarify their values and establish a framework for ethical decision making. Ethical issues

of a general nature, which relate to a wide variety of concerns are examined. The student will investigate the ethical codes of their chosen vocation and apply ethical analysis models to dilemmas which typify those often encountered in the profession.

Criminology (PFP201) (3 credits)

This course provides an examination of various theoretical explanations of criminal and deviant behaviour including the sociological, biological, and psychological perspectives. Criminological theory related to various types of criminal activity and the reality of crime in Canada is examined through crime statistics the correlation of criminal behaviour. The impact of theory on the development and the effectiveness of the criminal justice system are discussed with an emphasis on future trends within the system.

Police Response to Mental Health and Addictions Issues (PFP212) (3 credits)

This course will use an interdisciplinary framework to develop an understanding of mental health and addictions issues as they relate to policing. Students will learn current legislation and policies to effectively and respectfully work with people affected by mental health and addictions issues. Relevant information from the fields of sociology, psychology and criminology including theories, social and criminological trends, history and personal/interpersonal challenges will be addressed.

Youth in Conflict with the Law (PFP305) (3 credits)

Based on criminal law, this course provides an historical overview of youth and the law and includes a detailed examination of the Young Offenders Act (1982). Students will become familiar with jurisdictional issues, court procedures, dispositions, and alternative measures. Other issues such as community services, treatment facilities, and a review of the Child and Family Services Act (1984) will be studied.

Criminal Code and Federal Statute (PFP402) (3 credits)

The student will continue the study of the Federal Statute known as the Criminal Code of Canada and Martin's Annual Criminal Code. Emphasis will be placed on the Procedural Law portion of the Criminal Code as well as other components of related federal statutes included in Martin's Annual Criminal Code including: The Controlled Drugs and Substances Act, the Young Offenders Act, the Interpretation Act, the Identification of Criminals Act, the Charter of Rights and Freedoms, the Indian Act, and the Firearms Act.

Conflict Management (PFP405) (3 credits)

This course is designed to foster confidence and competence when dealing with potentially violent situations. The student learns to recognize behavioural responses to crisis and to respond with non-violent conflict resolutions through verbal and non-verbal intervention. Interpersonal and group dynamics, problem solving, and adaptive skills as they relate to conflict resolution and mediation will be explored.

Traffic Management (PFP410) (3 credits)

In this half course, students will develop the knowledge, skills and abilities to interpret and apply sections of the Highway Act of Ontario and its regulations. Students will practice locating topics and regulations in the Act, will master the definitions required to interpret Traffic Law and will apply the law, concerning Police authorities, driver's licences, permits and rules of the road. Students will develop and practice procedures for dealing with motor vehicle stops. In the second half of this course, students will develop the knowledge, skills and ability to apply Criminal Code operating Offences to real life scenarios. Students will practice completing provincial offence notices and will use them to testify in mock court situations, according to professional requirements. Students will also develop and employ strategies and procedures for managing an accident scene.

Applicant and Testing Procedures (PFP411) (3 credits)

This course is designed to introduce students to the various law enforcement agencies' entrance requirements. Also, to assist the students in preparation for and selection of careers in the vast pool of different policing agencies. Strategies for success will include time management and interviewing

preparation as a candidate for employment within the different policing agencies. Focus will also be on police officer competencies, communication skills and other qualities necessary in law enforcement.

Protection, Security and Investigation

Section B.162
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (1225)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Get noticed in the field of private and public safety. The Protection, Security and Investigation program gives you a wide range of skills needed to excel in the in-demand careers in policing, customs administration, corrections, public security, and more.

Develop a deep knowledge of the criminal and civil justice systems in Canada while learning key security, protection, and investigation techniques. You will tap into your communication skills to master conflict resolution and manage diverse groups fairly and compassionately.

Get hands-on training in our state-of-the-art simulation training lab. Learn through over 800 realistic, on-the-job scenarios that you can interact with using voice recognition and use-of-force tools.

Small class sizes give you one-on-one learning opportunities with skilled and experienced faculty.

Choose a pathway to a degree with Lake Superior State University, where you earn your diploma here in two years and then complete your Bachelor of Science degree in Criminal Justice in only two more years.

You can even choose to complete the Police Foundations diploma in one more year, giving you two diplomas in just three years.

PROGRAM OUTCOMES

A graduate of the Protection, Security and Investigation at Sault College will reliably demonstrate the ability to:

1. work in compliance with established standards and relevant legislation in the protection, security and investigation fields.
2. make decisions in a timely, effective and legally defensible manner to uphold protection and security.
3. carry out delegated duties and responsibilities in compliance with organizational policies and procedures.
4. act equitably and justly with diverse populations.
5. work effectively as a member of a protection and security team.
6. prevent and resolve crisis, conflict and emergency situations by applying effective techniques.
7. conduct and/or contribute to investigations by collecting, preserving and presenting admissible evidence.
8. monitor, evaluate and accurately document behaviours, situations and events.
9. develop and implement ongoing

Reference

Ministry of Training, Colleges and Universities Protection, Security and Investigation Program Standards (MTCU 53007), January 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

ACADEMIC RECOMMENDATIONS

We recommend that students entering the program have some keyboarding and word processing skills.

CAREER PATHS

Graduates of the Protection, Security and Investigation program may find employment with Canadian Border Services, customs brokering operations, security investigations, industrial security, firefighting, emergency care, Military Police and various Police agencies.

Please note that many workplaces will require a driver's licence for their job postings. Consider starting the process of acquiring your licence early on in your program, so that you may have a greater opportunity for employment upon graduation.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$1,250.00	\$15,120.30	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Uniforms will be discussed on the first day of school, during orientation. The uniform consists of: polo shirt, tactical pants, belt, black boots/shoes and (optional) sweater.

OTHER INFORMATION

Program College Contact: Shannon Bolduc, shannon.bolduc@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

PFP102-3 Psychology

PFP108-3 Lifestyle Management I

PFP202-3 Interpersonal and Group Dynamics
PFP301-3 Criminal and Civil Law
GEN100-3 Global Citizenship
PFP101-3 Canadian Criminal Justice

SEMESTER 2

PFP204-3 Communications II
PFP208-3 Lifestyle Management II
PFP209-3 Diversity/First Nations Issues
PFP211-3 Political Science and Public Administration
PFP303-3 Police Powers I
PFP306-3 Community Policing I

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

CJS225-4 Introduction to Canadian Immigration
CJS231-3 Use of Force
CJS414-4 Introduction to Customs Law
CJS415-4 Introduction to Private Security and Loss Prevention
PFP304-3 Interviewing and Investigation
PFP401-3 Provincial Offences
PFP404-3 Investigation and Evidence

SEMESTER 4

CJS221-5 Introduction to Corrections
CJS313-4 Crisis Intervention in Criminal Justice
CJS420-3 Security Hardware
CJS428-3 Introduction to Fire Science
CJS450-4 Customs Procedures
PFP106-3 Principles of Ethical Reasoning
PFP201-3 Criminology
PFP212-3 Police Response to Mental Health and Addictions Issues

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Psychology (PFP102) (3 credits)

In this introductory level course, students learn to apply basic psychological concepts including scientific methods, biological bases of behavior, perception, states of consciousness, and consequences of human behaviour including neuro-diverse behaviour.

Lifestyle Management I (PFP108) (3 credits)

This course introduces the student to the concept of wellness and provides practical strategies for developing a healthy lifestyle. Topics include: positive lifestyle choices, self management and behaviour change techniques, exercise prescription and fitness training methods. Through participation in hands on learning experiences, students gain the knowledge and skills necessary to make positive lifestyle changes. If students choose to incorporate their knowledge and skills into daily living, they will see an overall increase in personal wellness and fitness, as well as improved performance on law enforcement specific physical performance tests.

Interpersonal and Group Dynamics (PFP202) (3 credits)

This is an introductory course in group behaviour and interpersonal relations theories. The aim is to develop interpersonal effectiveness in teams and as individual team members through the use of effective communication skills. Emphasis is placed on cohesive group decision-making through a democratic problem-solving process. The course focuses on establishing group cohesiveness among divergent individual communities.

Criminal and Civil Law (PFP301) (3 credits)

This course deals with the fundamentals of criminal law, including: analyzing the elements of an offence, classification of offences, and the identification of defenses used in criminal cases. The course will also introduce the student to the rights of citizens in contracts, landlord and tenant situations, labour, and family law. Charter implications, as well as liability under tort law, will be reviewed and discussed. It is also designed to help the student develop research and analysis skills so that they can locate, interpret, and apply both statute and case law to investigations.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Canadian Criminal Justice (PFP101) (3 credits)

This course is designed to introduce the student to the historical, social, cultural, and legal factors necessary for an understanding of how justice is administered in Canada. Topics include: origins of law, order and social control in society, the emergence of dispute settlement mechanisms, the evolution of social legal behaviour with accompanying structures or systems, and applied research methods. The historical, contemporary, and probable future of each of the components of the legal and the justice systems will be presented. The dynamics of the interaction between society, the individual, and the inter-related components of the criminal justice system will be examined. The course will also introduce some contemporary criminological findings as well as cover major concepts, issues, and debates surrounding society's approach to crime and justice.

Semester 2

Communications II (PFP204) (3 credits)

In this advanced course, students write notebook entries and reports following guidelines used by police agencies. They will complete exercises that familiarize them with professional communication practices including business writing. Students will develop and enhance their reading, listening, and observational skills, and acquire effective presentation skills.

Lifestyle Management II (PFP208) (3 credits)

This course builds on the knowledge and skills developed in Fitness and Lifestyle Management I. Topics include: coronary heart disease prevention, basic nutrition and heart-smart eating, body composition management, cardiovascular fitness assessment and exercise participation and prescription. Through participation in a variety of learning experiences, students gain the knowledge and skills necessary to make positive lifestyle changes with an emphasis on cardiovascular health. If students choose to incorporate their knowledge and skills into daily living, they will see an overall increase in personal wellness and fitness, as well as improved performance on law enforcement specific fitness tests.

Diversity/First Nations Issues (PFP209) (3 credits)

The first half of this course introduces the students to the concepts of culture, ethnicity and race. It focuses on the fundamental issues of respect, acceptance and tolerance of diverse groups. The course will review the history of ethnic and race relations in Canada and analyze the current racial ethnic and diverse composition of Canadian society. Cultural/Social/Community organization of minority groups will be an important focus of this course. The second part of this course will increase the knowledge and awareness of important issues in the aboriginal culture of Canada. This will be accomplished through cultural analysis of a First Nation by studying its history, geography, social institutions, religion, aesthetics, living conditions and language. The legal status of the aboriginal people will be explored along with Aboriginal Rights and self determination and other critical issues related to land claims, justice and social services.

Political Science and Public Administration (PFP211) (3 credits)

The aim of this course is to introduce students to the concepts of both political science and public administration and to determine how these areas relate to law enforcement. The students will examine the history of politics in Canada, as well as the functions and organization of responsible government. This will be enhanced by further study into areas of public administration and the bureaucracy and its effect on law enforcement. Students will become cognizant of theories of bureaucracy, the history of the public service in Canada, and the art of making public policy.

Police Powers I (PFP303) (3 credits)

This introductory level course will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian criminal procedure. Citizen and police arrest and release authorities, police powers of search and seizure, with and without warrant, and the use and implications of police discretion will be the main themes of the course. The student will become familiar with police terminology and with the documentation required to affect arrest and release.

Community Policing I (PFP306) (3 credits)

This course will introduce students to the theory and models of community policing. Problem solving modes and alternate dispute resolution strategies will be examined. Community development and involvement in dispute resolution will be discussed. Public relations and crime prevention strategies will be researched and explored.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Introduction to Canadian Immigration (CJS225) (4 credits)

This course will give the student an overview of Canada's Immigration operations and procedures. It will introduce the department's immigration law, as expressed in the Immigration Act and Regulations. The student will develop an understanding of Canada's main objectives with respect to immigration.

Use of Force (CJS231) (3 credits)

Students will gain an understanding and knowledge of rules and regulations governing the application of

force and the physical signs related to distress when dealing with confrontational situations. Upon completion of this course, students will demonstrate a physical ability to complete all defensive tactics required to project themselves and others in the discharge of their duties related to the Ontario Securities Act rules and regulations.

Introduction to Customs Law (CJS414) (4 credits)

Upon successful completion of this course, students will have the basic knowledge and skills required by a customs officer. The student will learn to recognize the violations under the Customs Act or other relevant legislation enforced by Canada Customs. Students will also learn to deal with enforcement related concerns.

Introduction to Private Security and Loss Prevention (CJS415) (4 credits)

This course will assist the student to develop an understanding of the principles of security and to become familiar with security methods and equipment. The student will also be made aware of security hazards at industrial and commercial establishments and how to respond to these hazards. Pertinent legislation will be reviewed and its impact on security operations discussed.

Interviewing and Investigation (PFP304) (3 credits)

This course will enable students to recognize and develop observation and communication skills related to the interviewing of victims, witnesses, and accused persons. Students will learn the theory and the basic steps of an investigation and the legal issues related to the completion of a successful investigation. Students will be required to maintain a police notebook for the duration of this course.

Provincial Offences (PFP401) (3 credits)

This course will focus on the most common provincial offences. After examining the processes that are established in the Provincial Offences Act, this course will examine the purpose of each of the statutes, arrest, search, seizure, and any other special authorities contained in those most commonly used Ontario Provincial Statutes. The elements of offences, possible defenses, and completion of Provincial Offence Notices for provincial and municipal offences will be highlighted.

Investigation and Evidence (PFP404) (3 credits)

This advanced level course will examine the requirements of a continuing investigation, the use of forensics, and the care and handling of evidence. Discussed will be the rules of evidence, charter implications and other issues related to the collection and presentation of evidence in a court of law.

Semester 4

Introduction to Corrections (CJS221) (5 credits)

This course is an examination of the nature and functions of the principle components of correctional services in Canadian society. Students will examine the history of corrections, correctional law, current models of correctional policy, policy making in corrections, correctional structures, treatment programs and their delivery, community based corrections and the future of corrections in Canada.

Crisis Intervention in Criminal Justice (CJS313) (4 credits)

This course deals with the stress and crisis of Law Enforcement. The course will examine the relationship of the Law Enforcement officer with his/her own stress and their ability to respond to crisis situations. Along with the theories related to intervention, students will also examine use of force legislation and policies, the use of force continuum and defensive tactics when non-violent attempts fail.

Security Hardware (CJS420) (3 credits)

This course will introduce the student to the various categories of protective hardware, their application and limitations. Hands-on opportunities will allow the student to see and use a variety of hardware components and develop skills in applying hardware to selected facilities. Software applications which support security options will also be examined and utilized.

Introduction to Fire Science (CJS428) (3 credits)

This course will cover material from a scientific perspective. Elements of Chemistry, Physics and Math are discussed to develop an understanding of the chemistry of fires and the operation of fire fighting equipment. Characteristics of matter exposed to heat will be introduced to study the reaction that heat has on all forms of matter during fire fighting operations. Included in this course are the principles of hydraulics and formulas related to pump operation and water flow. This course will also introduce the student to the realities of dealing with hazardous materials. The fundamentals NFPA training and the recognition, control and evaluation of hazards are examined. Students will develop skills to interpret safety data sheets and to determine the appropriate course of action to take for the hazard present.

Customs Procedures (CJS450) (4 credits)

The Customs Brokering course has now been combined into the Customs Procedures course. The Customs procedures course stays the same, but an extra module has been added to introduce some of the material that was in the Customs Brokering course. Module 12 will contain an overview of the Customs commercial operation and procedures. The Student will be able to develop an understanding of the import process, the release function and accounting procedures. The course will help the student understand topics such as compliance verification, enforcement procedures, refunds, appeals and agency initiatives. The student will also be able to prepare and complete various commercial documentations.

Principles of Ethical Reasoning (PFP106) (3 credits)

This course focuses upon ethical issues and dilemmas faced by individuals as citizens and as professionals. It helps students to clarify their values and establish a framework for ethical decision making. Ethical issues of a general nature, which relate to a wide variety of concerns are examined. The student will investigate the ethical codes of their chosen vocation and apply ethical analysis models to dilemmas which typify those often encountered in the profession.

Criminology (PFP201) (3 credits)

This course provides an examination of various theoretical explanations of criminal and deviant behaviour including the sociological, biological, and psychological perspectives. Criminological theory related to various types of criminal activity and the reality of crime in Canada is examined through crime statistics the correlation of criminal behaviour. The impact of theory on the development and the effectiveness of the criminal justice system are discussed with an emphasis on future trends within the system.

Police Response to Mental Health and Addictions Issues (PFP212) (3 credits)

This course will use an interdisciplinary framework to develop an understanding of mental health and addictions issues as they relate to policing. Students will learn current legislation and policies to effectively and respectfully work with people affected by mental health and addictions issues. Relevant information from the fields of sociology, psychology and criminology including theories, social and criminological trends, history and personal/interpersonal challenges will be addressed.

PROGRAM OVERVIEW

The real you has a vision that was destined to come to life. Press play on a career in digital film production at Sault College.

Experience a unique 2-year program that takes you through the filmmaking process from start to finish. Learn essential skills in directing, idea development, scripting, production and distribution for both film and television.

Your film school storyline at Sault College will also guide you to a deeper understanding of the business side of the film industry including project financing, the best ways to set yourself up for a successful career, effective networking strategies, and more.

We want your experience in the Digital Film Production to be the opening credits to the rewarding career you've envisioned. To help you meet that goal, we offer:

- Access to industry-standard, advanced technology and software
- Hands-on classes
- Personal projects and portfolio building opportunities (work on films shot locally)
- Exclusive entry to screenings
- Access to influential guest speakers and industry thought leaders

Join a cast of successful characters. Film production is a thriving business in Canada and Sault Ste. Marie. Just ask our world-travelling graduates working on projects from Netflix series to major studio films.

PROGRAM OUTCOMES

A graduate of the Digital Film Production Program at Sault College will reliably demonstrate the ability to:

1. Create independent digital film projects using development, scripting, pre-production, production and post-production techniques.
2. Work within a digital film production team in various industry capacities and roles on short projects.
3. Schedule and budget for various types of digital film productions with different scopes.
4. Capture professional quality moving images using the appropriate camera/lighting equipment and techniques.
5. Develop a portfolio of at least 3 short films and 1 television pilot to show creative and professional skills and abilities in digital filmmaking.
6. Write story-driven, visual and cinematic scripts that fit within proper/professional screenwriting format and style with a focus on effective dialogue, strong structure and character development.
7. Record and mix multi-track sound in a digital format using industry standard equipment and software.
8. Research, pitch, produce, package, market and distribute digital film projects using industry and new media outlets.
9. Edit digital video on non-linear, industry standard software and equipment.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma or Mature Student Status. Missing any requirements? Get them for free from [Academic Upgrading](#).

Minimum Hardware Requirements:

13 MacBook Pro (M2, 16GB UNIFIED, 512GB SSD) OR a PC (i7, 16GB Ram, 512GB SSD HD, with camera and mic) Smartphone with video capabilities, transfer cable and a basic smartphone tripod.
Adobe CC subscription will be supplied by the College.

CAREER PATHS

Graduates may work as Independent Filmmakers, Screenwriters, Producers, Production Managers, Production Coordinators, Production Assistants, Assistant Directors, Directors, Sound Recordists, Sound Mixers, Editors, Editorial Assistants, Camera Operators and Camera Assistants. They may also gain employment at a variety of companies in roles involving film development, distribution, production, post-production, technical, festival and broadcasting in administrative, business, sales, finance and management capacities.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,650.00	\$15,469.40	\$2,300.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Candice Day, candice.day@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

FPD114-4 Production I
FPD116-2 Introduction to Pre Production
FPD119-3 Screenwriting I
FPD129-3 Film Fundamentals
FPD130-3 Introduction to Post Production
FPD140-3 Visual Communication

SEMESTER 2

FPD121-3 Cinematography and Lighting

FPD122-3 Screenwriting II
FPD125-4 Production II
FPD126-5 Short Film I
FPD128-3 Television Development I

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

FPD233-2 Directing Workshop
FPD235-5 Short Film II
FPD236-4 Advanced Post Production
FPD238-3 Television Production II
GEN100-3 Global Citizenship

SEMESTER 4

FPD240-6 Short Film III
FPD242-2 Producing, Freelancing and the Business of the Film Industry
FPD248-3 Television Development III
FPD249-3 Screen Writing 3
FPD253-3 Specialized Workshop

Course Descriptions

Semester 1

Production I (FPD114) (4 credits)

This entry-level course will introduce students to the film industry and all aspects of a film set/production. Students will get hands on experience with equipment including lights, lenses, camera and grip equipment. The content and skills attained in this course will be a prerequisite for future courses in the program.

Introduction to Pre Production (FPD116) (2 credits)

This course will begin to explore important elements of the creative development process and how a project moves into pre-production. Students will learn how to schedule, budget and prepare for a shoot by understanding crewing, casting, location scouting and how to run effective production meetings. Students will be able to utilize this knowledge in their own work.

Screenwriting I (FPD119) (3 credits)

Students will learn how to tell visual and cinematic stories. They will explore the importance of strong story telling, idea development, pitching, writing log lines, summaries, outlines, treatments and writing without dialogue. This course will give students the foundation for industry writing skills including the use of proper format, structure and form.

Film Fundamentals (FPD129) (3 credits)

This course will provide students with an introduction to the history of film and an overview of the fundamental components that contribute to modern film language. Through the evaluation of short films and feature film clips, students will explore the elements of: lighting, shot composition, types of shots, moving shots, colour correction, art direction, production design, props, make up, wardrobe,

screenwriting, visual effects, practical special effects, locations, sets, sound, music, titles and actor performance. Students will learn about the evolution from photo chemical motion picture film to digital.

Introduction to Post Production (FPD130) (3 credits)

This course will cover an introduction to nonlinear, digital picture editing. It will give students the skills to complete their own projects as well as prepare them for their advanced second year post-production class. They will learn about both the creative and artistic side of post-production as well as the technical aspects. The course will cover importing, exporting, logging and organizing footage, picture editing, basic sound mixing, introduction to titles and colour correction.

Visual Communication (FPD140) (3 credits)

This course will begin to explore important elements of visual communication and how it relates to the organization of elements in compositions. Students will gain an understanding of how compositional arrangements can manipulate a visual interpretation from a viewer and how the composition can create a specific mood or feeling. Students will also develop an understating of how typographic imagery can also create a specific aesthetic and mood.

Semester 2

Cinematography and Lighting (FPD121) (3 credits)

This course builds on the knowledge and skills developed in Production I. Through project based assignments students can explore their creativity and apply visual communications skills. There will be an emphasis on capturing a moving image effectively and artistically through choice of lenses, lighting and grip equipment.

Screenwriting II (FPD122) (3 credits)

Students will build on what they learned in Screenwriting I - develop dialogue skills, understand character development and work on scripts for their short film projects.

Production II (FPD125) (4 credits)

This course will build on knowledge gained in Production I as students will look in more depth at all aspects of the camera functions, lens use, grip equipment, and lighting. Location shooting, Production Design, professional set etiquette, safety and equipment terminology will all be covered.

Short Film I (FPD126) (5 credits)

Students will consult with a teacher mentor, pitch ideas and work with groups to complete a short film project. Students will be encouraged to direct or produce a project and crew on another project.

Television Development I (FPD128) (3 credits)

Students will explore current trends in episodic programming and production. This workshop style class will walk students through the process of developing their own television property (factual or narrative) and the creation of an industry style pitch package for their project.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Directing Workshop (FPD233) (2 credits)

Working with actors, the students will learn about the casting process, rehearsals, blocking, working with non-actors and effective techniques for communicating with actors. Also, students will cover the director's preparation process and effective communication skills for working with crew.

Short Film II (FPD235) (5 credits)

A more ambitious continuation of Short Film I where students will tackle more sophisticated productions.

Advanced Post Production (FPD236) (4 credits)

This course builds on the skills required for effective storytelling in post-production through picture editing and sound mixing using industry standard software. Students will learn about editing theory, organizational skills as well as cutting and multi-track mixing techniques. Topics will include: trouble shooting for problem projects, effective use of music, colour correction, titling and basic visual effects.

Television Production II (FPD238) (3 credits)

Building on skills acquired in Factual Pilot I and the projects that the students began to develop, they will prep and shoot some of their television properties. This course will also cover: writing as a team, shooting an episodic project, 3 camera shoots and commercial production.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Short Film III (FPD240) (6 credits)

Final film preparation and execution with consultation from a teacher mentor.

Producing, Freelancing and the Business of the Film Industry (FPD242) (2 credits)

Students will learn about higher level industry concepts including the studio system, tax credit system, film festivals, networking, making independent films and breaking into the industry. They will also gain an overview of all aspects of the film industry from financing to distribution. Students will learn everything from contract basics to how New Media plays a role in the current industry.

Television Development III (FPD248) (3 credits)

In groups, students will shoot and complete a television pilot based on the projects that they developed in Factual Pilot I and II.

Screen Writing 3 (FPD249) (3 credits)

Building on the skills acquired in Screenwriting I and Screenwriting II, students will develop a three-act structure for a feature-length film script. Students will analyze classic and modern films, both national and international, in order to help them craft their own fully developed characters, relevant subplots, and nuanced dialogue. Students will also incorporate advanced features of screenwriting format.

Specialized Workshop (FPD253) (3 credits)

The course will include industry guest speakers, specialized workshops (i.e. Continuity Supervision,

Storyboard Artistry, Intro to Visual Effects), preparation for a Year End Screening as well as collaboration with the Shadows of the Mind film festival and local industry.

E-Learning Design and Development

Section B.164
2025-07-02

Ontario College Graduate Certificate (2 Years - 4 Semesters) (1229)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

In this two-year Ontario Graduate Certificate program, students will learn how to work closely with the subject matter and industry experts to create online training and educational modules that will meet the diverse needs of varying audiences.

Students will learn how to work with the following technological tools to support the design and development of eLearning and training materials: Articulate 360, Adobe Photoshop and Illustrator, Web Conferencing and Authoring Tools, and Learning Management Systems.

Upon completion of this program, graduates will be able to assess learning and training needs, in a Canadian setting, and create an effective eLearning and training online learning experience that meets the needs of various target groups and audiences. Graduates will be employable in any industry that values and supports lifelong learning, training, upskilling, and development.

This program incorporates a Canadian context to eLearning theory and educational development and is supported by a capstone project in the second semester, which will draw together all the technical skills developed in the year of study.

In **Semester Four**, students will apply the knowledge and skills they gained throughout the program, in a **work placement**. Students will participate in either a paid work placement (co-op), or an unpaid work placement (field placement). Both options have 280 hours of participation.

Students entering this program will require a laptop and second monitor, wireless keyboard, mouse and headset. Students will be required to purchase Articulate 360, Adobe Photoshop and Illustrator software, and require hardware that supports these technical requirements. During the first week of class students will be advised of the requirement to purchase a Quality Matters Student Subscription (approximately \$100 CAD).

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, or Ontario College Advanced Diploma, or Degree, or equivalent.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

EDUCATIONAL PATHS

As this program provides for specific, practical skills in educational and mobile technologies as well as instructional design for the classroom, this program will be of great interest to prospective students with a College Diploma, Advanced Diploma, or University Degree in education or educational-related fields.

The graduate certificate will serve as a pathway opportunity for diploma and advanced diplomas. At Sault College, it may be of particular interest to graduates of Early Childhood Education Business, and Computer Studies programs

OTHER INFORMATION

PROGRAM OF STUDY

SEMESTER 1

ELD100-3 Assessing Performance Needs
ELD101-3 Accessibility, Copyright, and Ethics in Online Course Creati
ELD102-3 Evaluating Learning and Development
ELD103-3 Facilitating Online and Hybrid Learning
ELD104-4 Instructional and Learning Design
ELD105-3 Learning Management Systems

SEMESTER 2

ELD200-3 Facilitating Online Training
ELD201-3 eLearning Quality Assurance
ELD202-4 Adobe Photoshop and Illustrator
ELD203-4 Introduction to Articulate
ELD204-4 eLearning Design Principles
ELD205-2 Capstone Project

SEMESTER 3

ELD300-3 Communication in Instructional Design
ELD301-2 Training, Development and Storyboarding
ELD302-3 Project Management
ELD303-4 Advanced Articulate 360
ELD304-4 Web Conferencing Authoring Tools
ELD305-3 Work and Preparedness

Course Descriptions

Semester 1

Assessing Performance Needs (ELD100) (3 credits)

In this course, learners will explore the various ways to assess learners' performance needs and goals in different educational and training environments. Learners will evaluate integrated learning methods and evaluations to ensure that learners' performance needs are accurately determined and assessed. Additionally, learners will discover how to conduct a performance needs analysis to determine areas of strength and improvement, as well as establish short and long-term goals to support progress, growth, and development.

Accessibility, Copyright, and Ethics in Online Course Creation (ELD101) (3 credits)

In this course, learners will learn how to evaluate the quality of all learning materials and resources, such as copyright and accessibility compliance, to ensure that ethical research practices are adhered to during each phase of online course creation and development. Learners will be exposed to Canadian standards and legislation such as the Accessibility for Ontarians with Disability Act, Copyright Law, and Universal Design of Learning.

Evaluating Learning and Development (ELD102) (3 credits)

In this course, learners will learn how to effectively evaluate individuals in various settings. Learners will familiarize themselves with several evaluation methods to support constructive feedback, remediation, and improvement. Learners will explore learning strategies and solutions to assist individuals with professional development and create training and educational resources using educational technologies.

Facilitating Online and Hybrid Learning (ELD103) (3 credits)

In this course, learners will explore the importance of using effective instructional strategies and techniques for online and hybrid environments. Learners will be introduced to an array of educational technological tools, including various Learning and Course Management Systems to support the facilitation of online and hybrid learning and training. Learners will also explore how to develop effective lesson plans to facilitate online and hybrid learning to various target audiences.

Instructional and Learning Design (ELD104) (4 credits)

In this course, learners will explore common instructional design models to develop quality online courses and training modules. They will apply various instructional design models to training and lesson plans to ensure that learners' needs and learning styles are addressed. Learners will also explore the fundamentals of design, such as multi-media, to enhance online learning experiences using educational technologies.

Learning Management Systems (ELD105) (3 credits)

In this course, learners will explore a variety of learning and course management systems used for online learning. Learners will become familiar with the features and tools to support learners in an online learning environment. Learners will discover how learning management systems can be utilized in a manner that supports active learning for both instructors and participants.

Semester 2

Facilitating Online Training (ELD200) (3 credits)

In this course, learners will explore how to use educational technology to deliver and facilitate online training that adheres to instructional design and learning theories tailored for adult learners. Additionally, learners will discover how to create effective lesson plans to support online training using educational technologies.

eLearning Quality Assurance (ELD201) (3 credits)

In this course, learners will discover common frameworks and best practices for adhering to quality

assurance practices within eLearning. Learners will be introduced to Quality Matters, a quality assurance model used to design and review K-12 and higher education curricula, as well as continuing education and professional development and training modules.

Adobe Photoshop and Illustrator (ELD202) (4 credits)

In this course, learners will explore how to use Adobe Photoshop and Illustrator to create esthetically pleasing images and graphics for online learning and training modules. Learners will explore the basic features of both programs to enhance their design skills and create graphics that can be embedded within their training and educational resources and materials.

Introduction to Articulate (ELD203) (4 credits)

In this course, learners will discover how to use a common eLearning authoring tool called Articulate 360. Learners will explore how to use the features within this software to create interactive and engaging online learning and training modules. Learners will integrate fundamentals of design, illustration, animation, audio, and video to design engaging technology - based learning modules.

eLearning Design Principles (ELD204) (4 credits)

In this course, learners will explore common design principles and best practices for designing esthetically pleasing online learning and training modules. Learners will discover the importance of design principles and how to incorporate them effectively in the design and development of their courses. Learners will learn how to integrate fundamentals of design, illustration, animation, audio, and video to design engaging technology-based learning materials.

Capstone Project (ELD205) (2 credits)

Students will apply their theoretical and technical skills to create an online training module that takes into consideration instructional design practices, quality assurance, accessibility, and copyright standards for online learning and development. Students will use their instructional design skills to storyboard an eLearning module, learning how to curate content and resources that will meet the needs of generational learners and learning styles. With the use of eLearning authoring tools such as Articulate 360, Adobe products, and animated video creation products, students will learn how to transform their storyboard content into immersive and engaging eLearning experiences. At the end of their capstone course, students will have a marketable product that they will be able to use to showcase their strengths and competencies to potential employers.

Semester 3

Communication in Instructional Design (ELD300) (3 credits)

In this course, learners will discover common language and key terminology that is often used within the eLearning industry and instructional design profession. Learners will explore how to use effective written and oral communication skills to support them with finding employment in the profession. Additionally, learners will explore standard Canadian business etiquette and practices when communicating with key stakeholders such as subject matter and content experts.

Training, Development and Storyboarding (ELD301) (2 credits)

In this course, learners will explore how to curate quality and peer-reviewed Canadian related online learning materials and resources to effectively storyboard content and develop online training modules and courses. Learners will curate sources that adhere to Canadian standards, such as Copyright Law and Accessibility for Ontarians with Disabilities Act.

Project Management (ELD302) (3 credits)

In this course, learners will discover standard project management techniques and strategies to support the design and development of eLearning materials and training resources. Learners will familiarize themselves with the techniques that Project Management Professionals of Canada currently uses so that learners are fully equipped to manage eLearning projects from start to finish.

Advanced Articulate 360 (ELD303) (4 credits)

In this course, learners will further explore advanced features of Articulate 360 to create interactive and engaging online learning and training modules for various target groups and Canadian businesses. Learners will use their design and storyline 360 skills to develop modules that adhere to instructional design best practices, quality assurance, accessibility, and copyright standards.

Web Conferencing Authoring Tools (ELD304) (4 credits)

In this course, learners will further explore advanced technological tools by utilizing web conferencing authoring tools used to support the facilitation of quality online learning and engagement. Learners will explore common web conferencing tools that are used with Canadian businesses to support project collaboration and management.

Work and Preparedness (ELD305) (3 credits)

In this course, learners will explore the essential aspects of work readiness and preparedness within this industry, but more importantly, within Canadian businesses. Learners will discover how to effectively create a cover letter and application in preparation for their fourth term of either an internship or paid co-op. Learners will explore the dynamics of working in teams and how to successfully work in a team environment, including remote work. Additionally, learners will discover proper workplace etiquette, particularly how to conduct face-to-face and online meetings using various technological tools.

Game - Art (Fort Frances)

Section B.165
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4009)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love bringing new worlds to life? Video game art is a mash-up of your artistic expression and science that lives in its own unique digital world – one that you create! And the Sault College Game – Art two-year program is the digital canvas for you to sketch your future in video game design on.

Join a community of like-minded creators. Take your passion for traditional art and apply it to studio-style digital art production using the latest technology and software. Do you have the drive and talent to succeed in video game design - one of the coolest, growing industries? We know you do! You will find it here.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Identify the differences in game genres in order to develop games that meet the needs of specific markets.
2. Situate emerging trends within a historical context of games and interactive media to adapt relevant concepts, vocabulary and frames of reference.
3. Identify and relate concepts from a range of industry roles, including programming, design and art to support the development of games.
4. Contribute as an individual and a member of a game development team to the effective completion of a game development project.
5. Develop strategies for ongoing personal and professional development to enhance work performance in the games industry.
6. Perform all work in compliance with relevant statutes, regulations, legislation, industry standards and codes of ethics.
7. Support the development of pre-production and conceptual art for games and gaming through the selection and application of relevant design tools and application of relevant design tools and drawing techniques.
8. Create original game assets to meet requirements outlined in game design documents and/or creative briefs.
9. Contribute to world building and level design in a game engine to meet industry and marketplace requirements.
10. Assess and iterate user interface design in alignment with Game Design Documents to optimize both the aesthetics and function of gameplay.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 College English (C) ENG4C, or mature student status.

Minimum Hardware Requirements:

Gaming PC or Laptop (with camera and mic) CPU: AMD Ryzen 5 3500 6-Core 3.6GHz or Intel i7 8700

3.2GHzGPU: Nvidia GeForce GTX 1650+ 4GB or Radeon RX5500+ 4GBH.D: NVMe M.2 SSD 512GBRam: 8GBWacom Tablet Intuos Pro

CAREER PATHS

Graduates from the Video Game Art program at Sault College can work as Environment Artists/World Builders, Level Designers, Concept Artists, Texture Artists, 3D Modellers, and User Interface Artists.

Potential Employers include:

- Game Studios
- Broadcast Television Stations
- Engineering/Architecture Firms
- Self-Employed
- Graphic Design Studios

OTHER INFORMATION

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
VGA101-3 Life Drawing 1
VGA102-3 Drawing/Illustration
VGA103-3 Game Design Process
VGA104-6 Game Art Studio 1
VGA105-3 History of Video Games

SEMESTER 2

VGA200-3 Concept Art for Gaming 1
VGA201-3 Life Drawing 2
VGA202-4 Prototyping 1
VGA203-6 Game Art Studio 2
GEN100-3 Global Citizenship

SEMESTER 3

VGA300-2 Industry Study
VGA301-3 Concept Art for Gaming 2
VGA302-5 Prototyping 2
VGA303-4 Texturing and Shaders
VGA304-6 Game Art Studio 3

SEMESTER 4

VGA400-3 Concept Art for Gaming 3
VGA402-3 Critical Game Analysis
VGA403-4 Interface Design
VGA404-6 Game Art Studio 4
VGA405-4 Portfolio Development

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Life Drawing 1 (VGA101) (3 credits)

Through studying the human figure using traditional media, the student will gain a more complete understanding of human anatomy, composition, weight distribution, potential energy, form, and texture. The student will focus on creating the sense of form through understanding light and shadow.

Drawing/Illustration (VGA102) (3 credits)

This course is an introductory level drawing and illustration course that requires students to develop drawing skills using traditional media. The course is intended to provide the student with experience and practice in developing the basic understanding of perspective, tonal range and the development of conceptual ideas.

Game Design Process (VGA103) (3 credits)

How are games made? How are games different from other forms of entertainment? How much time and money does it take to make a game? In this course the student will be challenged with discovering answers to these questions. Students in this course experience the game development process through an interactive role-playing simulated experience. Each student takes their own game idea from concept, to pitch presentation, through team formation and development, to release with updates and DLC.

Game Art Studio 1 (VGA104) (6 credits)

Concentrating on using digital imaging and 3D software, the student will be introduced to creating 2D and 3D assets with an emphasis on learning the basics and fundamentals of video game art creation.

History of Video Games (VGA105) (3 credits)

Where did popular game franchises like Call of Duty, League of Legends, Grand Theft Auto, Zelda, World of Warcraft, and The Sims come from? What were the technological and design advances that enabled new genres of games to be created? What are the popular genres now, and why did previously dominant genres fizzle out? In this course students learn the key technological milestones that advanced the games industry through eight generations. Along the way we highlight specific game designers that made major contributions to the medium. We then dive in and understand the key elements and design advances in 10 game genres: from role-playing games to sports, to mobile puzzle games. Students will have a well rounded view of the games industry, and where it came from.

Semester 2

Concept Art for Gaming 1 (VGA200) (3 credits)

This course will explore the world of concept art with regards to gaming. The student will practice and explore the creation of 2D game art using both traditional and digital mediums. An emphasis of this course will have students learning how to properly research and reference their concepts.

Life Drawing 2 (VGA201) (3 credits)

A continuation of Life Drawing 1, this course will provide the student with more practice in capturing light and shadow as it relates to the human form. Exercises in capturing potential movement in character/life drawing will be explored. Students will be faced with the challenge of creating final compositions of characters in action sequences using the sketches developed during the life drawing sessions.

Prototyping 1 (VGA202) (4 credits)

Developing a game prototype is the most effective way of communicating your game ideas before full development. This course will focus on creating art for game prototypes using an industry standard prototyping process. Students will also gain familiarity designing game mechanics and game systems using paper-based, and other non-digital forms of media.

Game Art Studio 2 (VGA203) (6 credits)

This course is a continuation of Game Art Studio 1. The aim is to develop efficient 2D and 3D assets for games. Students will also learn proper workflow techniques while creating game assets.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Industry Study (VGA300) (2 credits)

What is it like to work in the game art industry? What career paths are available to an artist? How does a AAA studio with a team of 250+ people all work together on the same project? How do remote indie teams work effectively across distance and time zones? What is a typical work environment like? How do I continue to grow as an artist? How do I prepare myself for a job? These and many more questions are answered in this practical course on how to be an effective employed artist. Skill development, time management, networking, portfolios, resume writing, and interviewing skills are major components of this course.

Concept Art for Gaming 2 (VGA301) (3 credits)

In this extension of Concept Art for Gaming 1, the student will be faced with creating more sophisticated concept art. Both traditional art/illustration skills and digital art skills will be employed by the student. The focus of the course is to create polished, high quality concept art using art pipeline.

Prototyping 2 (VGA302) (5 credits)

Building on the design concepts learned in Prototyping 1, students will gain practical experience using Unity to create their own 2D platformer game. The course covers level design theory and the iterative digital prototyping process. Students will learn the entire art production pipeline by producing high quality 2D art assets then integrate them directly into their Unity game.

Texturing and Shaders (VGA303) (4 credits)

Textures and shaders give life to the art in the game. Students will learn how to create efficient textures and shaders for game assets. Students will also learn both normal and parallax mapping techniques.

Game Art Studio 3 (VGA304) (6 credits)

In this advanced session of Game Art Studio, participants will be faced with the challenges of learning high poly sculpting, re-topology and creating optimized game assets. Another emphasis of the course will be learning advanced workflows for Next-Gen game art pipelines.

Semester 4

Concept Art for Gaming 3 (VGA400) (3 credits)

This course is an extension of Concept Art 2. The focus of this course will be creating and presenting high quality concept art. Analyzing research and reference materials with focus on improving quality and details within illustrations. Introduction of using supplementary source images and 3D models and incorporating them into concept art pieces.

Critical Game Analysis (VGA402) (3 credits)

In order to analyze games, they must be played. In this course games will be played, examined, evaluated, dissected, and improved. The student will be challenged with evaluating, redesigning and artistically improving elements of games played.

Interface Design (VGA403) (4 credits)

In Interface Design, students will learn about the skills required and artistic expectations of this subset of the video game art profession. The course will look at both designing user interactions and the practical artistic skills required to produce game interface graphics. Students will also gain practical knowledge in designing user interface art for a variety of game platforms.

Game Art Studio 4 (VGA404) (6 credits)

In this final course of the Game Art Studio series, students will draw upon all skills acquired in the program to date to develop advanced level game art assets.

Portfolio Development (VGA405) (4 credits)

The focus of this course is for students to create a variety of portfolio quality game art assets. Students will work and experience real world video game art development studio atmospheres and scenarios while they work on their portfolios. Fundamental topics will include managing deadlines and time crunches, understanding how to polish and render finished game art assets, learning how to layout and present game art, and emphasizing key pipeline techniques to optimize workflows and work efficiently.

PROGRAM OVERVIEW

The real you thinks outside of the box. That means you'll fit right in. As part of the Graphic Design – Digital Media program, you'll discover the outer edge of your creativity while you explore the creative process alongside professional designers - many who are currently working in the field.

Yep, we're talking about connecting you with the creatives who are in the industry, setting the latest trends in brand development, user experience and design while gaining real-world experience and getting a head start on your epic portfolio.

Through your program, you will work with a non-profit agency as a design consultant. You'll create logos, brand strategies, and design creative assets for local organizations to better the community.

Did we mention you receive an advanced diploma? That's right! We are one of the few two-year Graphic Design advanced diploma programs offered in Ontario. This means you will complete our 3-year program in only two years. And there are more benefits, too (not to brag).

We can offer you:

- Small studio classes where you'll have more time to learn with professional designers
- Studios equipped with the latest hardware and software
- REAL projects designed to be hands-on and a reflection of what you'll be tackling in the field
- An automatic student membership to RGD (Registered Graphic Designers of Ontario), giving you FREE admission to popular Design Algoma meetings, and webinars hosted by industry professionals

We know you're not a follower, but, fellow design students give this program a 90% rating compared to the system average of 66%.

If success is your brand, you will find it here.

PROGRAM OUTCOMES

A graduate of the Graphic Design - Digital Media Program at Sault College will reliably demonstrate the ability to:

1. Conceptualize and develop design solutions using principles of design to create visual communications that meet the needs of the project.
2. Employ the design process to create design solutions that meet the project objectives and the needs of the client and/or user.
3. Plan, create and use photography, illustration and typography in design layouts to meet the requirements of the creative brief.
4. Design, develop and create a variety of media products using relevant, current and/or emerging technologies.
5. Communicate ideas, design concepts and opinions clearly and persuasively to others.
6. Use recognized industry practices throughout the design process and related business tasks.
7. Plan, implement and evaluate graphic design projects using project management skills to deliver quality work to clients according to schedule and within budget.
8. Complete all work in a professional and ethical manner and in accordance with all applicable legislation and regulations.
9. Keep current with visual media design trends, technologies and industry practices using strategies

that enhance work performance and guide professional development.

10. Assess, select and use a variety of digital media technologies when developing design solutions.

Reference

Ministry of Training, Colleges and Universities Graphic Design Program Standards (MTCU 61820), September 2014.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma (or equivalent) with Grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

Minimum Hardware Requirements:

13 MacBook Pro (M2, 16GB UNIFIED, 512GB SSD) Adobe CC subscription will be supplied by the College.

CAREER PATHS

Graduates may work as graphic designers, computer graphic illustrators and designers, layout artists, typographic designers, advertising illustrators, book illustrators, art directors, teachers, web site designers, production artists, corporate designers, package designers, print production managers, cartoonists, television production team members, set designers, and in many other areas.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$4,074.80	\$1,485.00	\$15,469.40	\$2,135.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Candice Day, candice.day@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

GRD101-3 Drawing for Communication

GRD102-6 Design 1 (Design Principles)

GRD103-6 Typography 1

GRD104-3 Digital Production 1
GRD105-3 Professional Practices 1 (Design Research)

SEMESTER 2

GRD201-3 Digital Photo Manipulation
GRD202-6 Design 2 (Design Strategies)
GRD203-6 Typography 2
GRD204-3 Digital Production 2
GEN100-3 Global Citizenship
GRD205-3 Design History

SEMESTER 3

GRD301-3 Web Design
GRD302-8 Design: Senior 1
GRD303-6 Typography for Digital Media 1
GRD304-3 Digital Production 3
GRD305-3 Motion Graphics

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 4

GRD401-3 Web Design 2
GRD402-8 Design: Senior 2
GRD403-6 Typography for Digital Media 2
GRD404-3 Digital Production 4
GRD405-3 Motion Graphics 2
GRD406-8 Capstone Design Project
GRD407-2 Graduate Exhibit

Note: Semester 4 is 21 weeks.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drawing for Communication (GRD101) (3 credits)

In a visual communications industry drawing is one of the main forms of communication that design professionals employ. In this course the basics of drawing, point, line, form, will be covered in practical exercises that allow the participant to gain a solid foundation in visual communication. Drawing principles studied will include planning drawings, perspective drawings, use of shading and textures. Practical exercises will be applied to traditional media based projects as well as digital applications.

Design 1 (Design Principles) (GRD102) (6 credits)

This course will be delivered in a digital format using current Adobe Creative Suite software as working tools. In this foundation course the basics of design, design process, composition and visual language will

be practiced. Participants will be challenged to formulate design plans and implement project planning and time management skills in developing coursework. Participants will be challenged with practicing the basics of design and design process in both print and web based applications.

Typography 1 (GRD103) (6 credits)

In this foundation level typography course the participant will be challenged with demonstrating their acquired understanding of typographic concepts as they pertain to web based design problems as well as print based Design problems. Knowing how people read, accept information and understand ideas is a cornerstone to any professional design career. Participants should expect to be able to utilize basic digital and print based typographic concepts and methods in their daily creative work by the end of this course.

Digital Production 1 (GRD104) (3 credits)

This course will focus on the use of software currently used in the creative industry. The Adobe Creative suite of computer applications in a Macintosh environment will be the main subject matter studied in this course. Participants will be using Creative software to solve design problems and challenge their digital skills.

Professional Practices 1 (Design Research) (GRD105) (3 credits)

A sound understanding and practical applications of design research, information gathering techniques and documentation of both formative and summative data will be the end goal of this course. Students will be coached and will practice methods to gain insights into strategies that will help them as professional designers provide more what the client needs as opposed to what they think they want. With a good foundation in using research to approach and understand any design problem the participant may face in their future careers the professional designer will be able to provide better and more competitive services to their clients in any visual communications problem encountered.

Semester 2

Digital Photo Manipulation (GRD201) (3 credits)

This is a foundation level course that will provide the participant with a solid understanding of basic photographic techniques as well as the ability to understand a photographic language to better art direct photographers in their future careers. Images gathered will also be manipulated using photographic editing software to provide participants with a base level skill set to expand upon in future coursework and challenges. Developing and manipulating images for use in both web based and print based applications will be studied.

Design 2 (Design Strategies) (GRD202) (6 credits)

How professionals approach design problems requires planning and strategy in order to deliver top quality services to any client. Design skills will be further enhanced in this continuation from Design 1. Basic design skills will be expanded upon and applied to a variety of real life digital communications challenges. Participants will be challenged with creating solutions to digital visual communication problems in a guided and coached environment. Design challenges involving web sites, apps and print based solutions will be explored.

Typography 2 (GRD203) (6 credits)

A continuation of Typography 1, this course will provide the participant with the opportunity to practice already learned skills and build upon them to develop sophisticated digital typographic solutions for visual problems. The basics of typographic study will be reinforced and expanded on to allow the participant to develop organized and creative typographic solutions. A focus on using type in editorial design applications

will be central to this course. Editorial design application will include traditional media such as magazines, ebooks, accessible PDF documents. Concepts in accessibility centering around AODA(Accessibility for Ontarians with Disabilities Act) and typography will be introduced to be expanded upon in future courses.

Digital Production 2 (GRD204) (3 credits)

This course is a continuation of Digital Production 1. This is a foundation course in the basics of electronic creativity. The importance of computer terminology will be stressed. Students will learn to manipulate equipment and software, manage files, scan images, and create graphics and text layouts using the Adobe Creative Suite package which includes Illustrator, Photoshop and InDesign, and mobile/Web development software. Advanced techniques in image manipulation, page building, image creation, will be practiced.?

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Design History (GRD205) (3 credits)

A solid background and understanding of historical design trends will provide the future Graphic Designer information and an understanding that will help develop creative approaches to future design challenges. A study of major recent design movements will be studied in this active and interactive course.

Semester 3

Web Design (GRD301) (3 credits)

The idea of delivering information to an audience digitally over wireless networks is a relatively new technology. User interface and user experience design will be a cornerstone to the content in this course. IN this course the participant will be able to compare and contrast web based and print based communications techniques, methods and concepts. Emphasis will be on mastering the development of effective web pages and online apps that are geared to deliver specific information to a specific audience.

Design: Senior 1 (GRD302) (8 credits)

Senior level students in design will be challenged with developing visual materials to solve design problems found in real life scenarios. Participants will be encouraged to use design for social good and explore how good design can build good communities. Case studies of existing Design projects will be used as examples to allow participants the ability to develop their own design projects with real purpose and meaning. This is a students directed course facilitated by a professional designer and will replicate a real life design studio as much as possible.

Typography for Digital Media 1 (GRD303) (6 credits)

This course will allow the senior student to become more expert in using typography in a digital environment. Participants will become well versed in the specific nuances involved in using typographic content in a digital environment as opposed to print. Concepts in web based typography and kinetic typography will be practiced.

Digital Production 3 (GRD304) (3 credits)

HTML, CSS, and Javascript are fundamental programming languages used in web production. In addition to basic coding web designers and production artists must have a sound working knowledge of image and type manipulation in order for web pages to load efficiently and be readable across a variety of browsers. This course will center on expanding the students knowledge of code- the language of the web- to allow the participant to be a productive member of any web development team and employ best practices in code development.

Motion Graphics (GRD305) (3 credits)

Making images and typography move has been the domain of animators for many decades. Graphic designers, especially those employed in the broadcast design industry or developing moving graphics for web based solutions will benefit from this course. This studio course introduces the student to the world of moving graphics. Through experimentation and exploration students will study legibility and readability issues with typography and how movement impacts both type, imagery and understanding and interpretation. A variety of methods will be used to manipulate text and imagery in a moving environment. Expertise in the concepts involved in presenting image based to typographic based solutions in an environment that moves will be crucial in the future careers of graphic designers.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Web Design 2 (GRD401) (3 credits)

This course will provide an experience for the senior level design students to be a fully functioning front end web designer. The course will center around the development of websites and development of content and coding for projects undertaken. If possible pro-bono projects for not for profit organizations focused in community based issues will be undertaken by the participant. The course will be facilitated by an experienced faculty who will guide and art direct the participant through the projects to complete the competencies required by the course.

Design: Senior 2 (GRD402) (8 credits)

In this final semester course the participant will be challenged with developing design projects that enhance the public good. Wherever possible participants will work with not for profit clients to solve community based design problems. Senior level students in design will be challenged with developing visual materials to solve design problems found in real life scenarios. Participants will be encouraged to use design for social good and explore how the community can benefit from the use of good design. Design advocacy and professionalism will be a main focus of this final semester course. This is a student directed course facilitated by a professional designer and will replicate a real life design studio as much as possible.

Typography for Digital Media 2 (GRD403) (6 credits)

This course will provide students time and education, to further develop an expertise in typographic design; especially concerning digital typographic applications and media. This course will focus on portfolio quality projects and allow students to fine tune their typographic skills before entering into the professional world of Design.

Digital Production 4 (GRD404) (3 credits)

The course will expand on electronic production techniques, printing methods, electronic production issues

surrounding web applications and broadcasting graphics. Particular focus will be paid to estimating time on projects and tracking time to develop strategies in time and project management. It is intended that this course will inform the student of the remainder of the basic information that they need to be competent production artists within the graphics industry.

Motion Graphics 2 (GRD405) (3 credits)

This course will build upon skills learned using a variety of industry standard software applications. Students will be required to identify the distinct advantages of both vector and raster based graphic formats pertaining specifically to animation. Students will also develop more advanced skills pertaining to animation for the web, and animation for broadcast production using industry standard methods of producing animation.

Capstone Design Project (GRD406) (8 credits)

In this course, students will be challenged to propose, develop and present a final portfolio quality design project that highlights the participants own field of design specialty. It is intended that the results of this course will provide the students with an exceptionally high quality portfolio piece to help launch their careers in design.

Graduate Exhibit (GRD407) (2 credits)

This is a course that will create a buzz in the local community about the talents and skill sets of participants in this program. Self Promotion is a key skill to any creative professional working towards building a career in todays marketplace. In this course the participants will be guide through a decision making process to promote themselves in the form of portfolio, social media, print, and online as well as work as a group to create an opportunity to launch their careers in the format of a group year end show open to industry members and the local community. The concepts of working within time frames, project planning and budgeting will be core to the delivery of this course.

Ontario College Diploma (3 Semesters, 45 weeks) (2017)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Isn't it time you embarked on a career that makes a statement?

The Esthetician program at Sault College celebrates creativity and individualistic style. Learn from experienced professionals in a fully-equipped esthetic lab and gain valuable hands-on experience during student placement at The Spa at Sault College where you'll not only master treatment techniques but gain valuable experience in marketing and promotion, retail, business operations and more.

You were meant to be an industry leader, we're just here to support you. The Esthetician program offers a super-comprehensive curriculum that will prepare you to offer services in the latest beauty and spa trends, including:

- Intro to Lash Extensions
- Eyebrow shaping
- Brow lamination
- Lash lifts
- Manicure and pedicure
- Acne and Anti-ageing skin treatments
- Microdermabrasion
- Chemical peels
- Hair removal techniques
- Makeup Artistry
- Full Body Relaxation Massage
- Body Treatments

Why not make a name for yourself in a career that allows you to travel, work flexible hours, or start your own business? You'll find it here.

Please note this program uses synthetic fragrances and disinfectant bleach.

PROGRAM OUTCOMES

A graduate of the Esthetician Program at Sault College will reliably demonstrate the ability to:

1. perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, manicures, pedicures, hair removal, and make up applications).
2. use a range of specialized equipment and products, in compliance with established national, provincial, industry, and other related standards, regulations, policies, and procedures.
3. apply relevant knowledge of anatomy, physiology, and histology to the provision of specialized esthetic treatments and services.
4. adhere to health, safety, sanitation, and infection and prevention control guidelines, according to current legislation and national, provincial, municipal, and industry standards and regulations.
5. identify business skills and activities required for the successful establishment and operation of a small esthetic business in a salon or spa environment.

6. select and recommend the use of esthetic products and product ingredients to clients, taking into account health status and identified needs.
7. establish and maintain professional relationships in adherence to standards and ethics associated with the profession.
8. develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics.
9. determine professional development strategies that lead to the enhancement of work performance and career opportunities and keep pace with industry change.

Reference

Ministry of Training, Colleges and Universities Esthetician Program Standards (MTCU 53401) (March 2007)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, including grade 12 English ENG4C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Esthetician Program can obtain meaningful employment in many aspects of the industry.

1. Spas and Wellness Centres
2. Cosmetics: Retail, Purchasing, Marketing and Distribution and Makeup Artists
3. Entrepreneurial Opportunities: Self Employment, contract work and consulting
4. Education: Teaching, Demonstrations and instructing for companies

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$5,427.45	\$1,723.50	\$22,829.10	\$2,373.50

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

CLINICAL/LAB OR FIELD PLACEMENTS

Completed medical forms.

OTHER INFORMATION

Program College Contact: Silvana Bassanello, silvana.bassanello@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM126-3 Workplace Communication
EST115-3 Intro to Spa/Practicum
EST116-4 Hair Removal
EST117-7 Professional Nail Techniques
EST118-6 Fundamentals of Skin Care - Practical I
EST119-4 Fundamentals of Skin Care Theory 1
EST134-4 Makeup Artistry

SEMESTER 2

EST166-7 Student Esthetician Clinic
EST167-4 Advanced Skin Care Theory II
EST168-6 Advanced Skin Care Practical II
EST169-4 Makeup Artistry and Advanced Trends

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

SEMESTER 3

EST208-9 Practicum
EST210-7 Advanced Spa Techniques and Body Therapies
EST211-3 Fundamentals of Anatomy and Physiology
SAS301-3 Salon and Spa Business
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Workplace Communication (CMM126) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for the workplace. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents/techniques. Listening skills are developed throughout the course through the sharing and clarification of information.

Intro to Spa/Practicum (EST115) (3 credits)

This course will introduce students to the Spa at Sault College as a placement experience. Students will gain knowledge and develop practical skills with infection control practices as directed by the Algoma Public Health. Students will also have the opportunity to provide esthetic services for the clients of the Spa, and develop client care and retail and marketing strategies. Students will also be introduced to ethical standards of the esthetic industry and the various roles and responsibilities in operating a successful Spa business. Students will be required to meet the expectations as outlined in the Spa at Sault College Policies and Procedures in regards to professional image and professionalism.

Hair Removal (EST116) (4 credits)

This course will provide students with theoretical knowledge of the structure of the hair, stages of hair growth, disorders and related conditions. Students will develop skills in conducting client consultations and

will develop the practical skills required to perform a variety of safe and effective hair removal services on the face and body with the use of hard and soft waxes. Emphasis will be placed on speed and accuracy and the practice of safety, sanitation and disinfection of work station and implements as instructed by The Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be placed on customer service, retailing of products and services and the overall development of practical skills.

Professional Nail Techniques (EST117) (7 credits)

This course will provide students with theoretical knowledge of the structure of the nails, development and growth of the nails and nail disorders and diseases. Students will develop skills in conducting client consultations and will develop the practical skills required to perform manicure and pedicure procedures, and polish applications. Emphasis will be on the practice of safety, sanitation and disinfection of workstations and implements as instructed by the Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.

Fundamentals of Skin Care - Practical I (EST118) (6 credits)

This course will introduce students to the phases of skin treatments including cleanse, skin analysis, exfoliation, extractions, massage, masking and treatment creams. Practical instruction will also focus on performing a full face, neck and decollete massage, a cleansing technique, and incorporating a variety of esthetic equipment. Theoretical understanding of the physiology of the skin, skin types and skin conditions are essential. Students are introduced to the NatureMed Professional product line, as well as, a wide variety of cleansers, tonic lotions, exfoliants, masks and treatment creams. Client consultation and record keeping is emphasized.

Fundamentals of Skin Care Theory 1 (EST119) (4 credits)

This course will provide a comprehensive understanding of skin histology and physiology. Emphasis will be on analyzing various objective and subjective symptoms to determine skin types, and identify common skin conditions as well as internal and external factors which affect the skin. Precautions and contraindications to skin treatments will be discussed. The theory of massage and the relevance of identifying the vital muscles of the face, neck and decollete are discussed. Instruction of ingredient technology will focus on the functional and performance benefits relevant to skin health as well as product formulations.

Makeup Artistry (EST134) (4 credits)

This course introduces students to the phases of a Professional Makeup Procedure. Practical instruction focuses on developing fundamental artistry skills in each phase to complete makeup applications which reflect professional polish. Corrective techniques focus on colour theory, concealing techniques, and enhancing face shapes with highlighting and contouring strategies. Mature makeup correctives are emphasized. Practical instruction with brow artistry, mapping and shaping is a vital component of this course as well as brow and lash tinting. Sanitation and disinfection of all tools, and supplies will be discussed and practiced in order to ensure all health and safety protocols.

Semester 2

Student Esthetician Clinic (EST166) (7 credits)

Student placement in the Spa at Sault College, and spa businesses within our community, will provide students with an opportunity to strengthen esthetic skills by performing a variety of services including manicures, pedicures, skin treatments, hair removal treatments and makeup applications for the community. Day to day operations of a Spa setting will be emphasized and students will be responsible for answering phones, scheduling appointments, confirming appointments, retailing and handling all

transactions. Professional image is emphasized in all aspects of personal appearance, effective verbal and non-verbal communication, professionalism, and sanitation and disinfection practices. Community placements over the semester will provide students with networking opportunities to strengthen employment opportunities.

Advanced Skin Care Theory II (EST167) (4 credits)

This course is designed to provide students with in-depth analysis of skin conditions relating to acne, and premature aging and ethnic skin challenges. Emphasis is placed on identifying subjective and objective symptoms prevalent with aging, acneic, and sensitive skin conditions. Students will create a group presentation and demonstrations for the annual Lunch and Learn educational fair.

Advanced Skin Care Practical II (EST168) (6 credits)

This course builds upon the knowledge and esthetic skills developed in EST118. Practical instruction focuses on advanced skin treatments including acne treatments, microdermabrasion, and chemical peels. Identifying common skin conditions during a skin analysis and excellence in client care strategies is stressed.

Makeup Artistry and Advanced Trends (EST169) (4 credits)

This course builds upon the fundamental knowledge and artistry skills acquired in EST134. The Professional makeup procedure will focus on the "no makeup" makeup look and enhancing eye shapes. Emphasis of instruction will focus on introductory training with lash extensions, brow lamination, lash lifts and special FX makeup.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Practicum (EST208) (9 credits)

Our campus spa provides students with the opportunity to advance their skills in the esthetic practice. Students will gain independence with the ability to provide a wide range of basic and advanced spa treatments. The spa business and customer service strategies will also be emphasized.

Advanced Spa Techniques and Body Therapies (EST210) (7 credits)

This comprehensive course brings together all of the knowledge and skills acquired from Semester I and II. This course will take students through professional client consultation and needs analysis to the provision of a total spa experience with non-therapeutic relaxation body massage, relaxation hot stone massage and a variety of body wraps and hydrotherapy treatments. Students will also be introduced to the application of acrygel, body spray tanning, LED advanced acne treatments

Fundamentals of Anatomy and Physiology (EST211) (3 credits)

This course will provide the learner with a general understanding and working knowledge of the structure and function of the human body. Instruction focuses on each system of the body and how all body systems work together to carry on complex activities. This course explores the physiological changes in the body related to the aging process and common health challenges.

Salon and Spa Business (SAS301) (3 credits)

This course introduces students to the fundamentals of salon and spa business ownership. Through the development of a professional business plan, students will explore key concepts in entrepreneurship, including ownership models, marketing, financial planning, and operations. Real-world examples and guest speakers highlight the industry's impact on both local and global markets.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Esthetician (Fort Frances)

Section B.168
2025-07-02

Ontario College Diploma (3 Semesters, 45 weeks) (2019)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Isn't it time you embarked on a career that makes a statement?

The Esthetician program at Sault College celebrates creativity and individualistic style. Learn from experienced professionals in a fully-equipped esthetic lab and gain valuable hands-on during student placement at The Spa at Sault College where you'll not only master treatment techniques but gain valuable experience in marketing and promotion, retail, business operations and more.

You were meant to be an industry leader, we're just here to support you. The Esthetician program offers a super-comprehensive curriculum that will prepare you to offer services in the latest beauty and spa trends, including:

- Intro to Microblading
- Intro to Lash Extensions
- Eyebrow shaping
- Brow lamination
- Lash lifts
- Manicure and pedicure
- Acne and Anti-ageing skin treatments
- Microdermabrasion
- Chemical peels
- BB Glow
- Hair removal techniques including an introduction to sugaring
- Makeup Artistry
- ...and more

Why not make a name for yourself in a career that allows you to travel, work flexible hours, or start your own business? You'll find it here.

PROGRAM OUTCOMES

A graduate of the Esthetician Program at Sault College will reliably demonstrate the ability to:

1. perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, manicures, pedicures, hair removal, and make up applications).
2. use a range of specialized equipment and products, in compliance with established national, provincial, industry, and other related standards, regulations, policies, and procedures.
3. apply relevant knowledge of anatomy, physiology, and histology to the provision of specialized esthetic treatments and services.
4. adhere to health, safety, sanitation, and infection and prevention control guidelines, according to current legislation and national, provincial, municipal, and industry standards and regulations.
5. identify business skills and activities required for the successful establishment and operation of a small esthetic business in a salon or spa environment.
6. select and recommend the use of esthetic products and product ingredients to clients, taking into

account health status and identified needs.

7. establish and maintain professional relationships in adherence to standards and ethics associated with the profession.
8. develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics.
9. determine professional development strategies that lead to the enhancement of work performance and career opportunities and keep pace with industry change.

Reference

Ministry of Training, Colleges and Universities Esthetician Program Standards (MTCU 53401) (March 2007)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, including grade 12 English ENG4C or mature student status.

CAREER PATHS

Graduates of the Esthetician Program can expect to find employment in the following areas:

- Spas, day resorts, salons and health centres - employed as estheticians, makeup artists, manicurists, pedicurists, nail technicians or in supervisory positions.
- Cosmetic sales, purchasing and marketing, or other positions in the retail sector
- Self-employment/contract and consulting work
- Demonstrations, teaching or instructing

CLINICAL/LAB OR FIELD PLACEMENTS

Completed medical forms.

OTHER INFORMATION

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM126-3 Workplace Communication
EST115-3 Intro to Spa/Practicum
EST116-4 Hair Removal
EST117-7 Professional Nail Techniques
EST118-6 Fundamentals of Skin Care - Practical I
EST119-4 Fundamentals of Skin Care Theory 1
EST134-4 Makeup Artistry

SEMESTER 2

EST166-7 Student Esthetician Clinic
EST167-4 Advanced Skin Care Theory II

EST168-6 Advanced Skin Care Practical II
EST169-4 Makeup Artistry and Advanced Trends

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 3

EST135-3 Anatomy and Physiology
EST208-9 Practicum
EST210-7 Advanced Spa Techniques and Body Therapies
GEN100-3 Global Citizenship
EST209-3 The Spa Business and Entrepreneurship

Course Descriptions

Semester 1

Workplace Communication (CMM126) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for the workplace. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents/techniques. Listening skills are developed throughout the course through the sharing and clarification of information.

Intro to Spa/Practicum (EST115) (3 credits)

This course will introduce students to the Spa at Sault College as a placement experience. Students will gain knowledge and develop practical skills with infection control practices as directed by the Algoma Public Health. Students will also have the opportunity to provide esthetic services for the clients of the Spa, and develop client care and retail and marketing strategies. Students will also be introduced to ethical standards of the esthetic industry and the various roles and responsibilities in operating a successful Spa business. Students will be required to meet the expectations as outlined in the Spa at Sault College Policies and Procedures in regards to professional image and professionalism.

Hair Removal (EST116) (4 credits)

This course will provide students with theoretical knowledge of the structure of the hair, stages of hair growth, disorders and related conditions. Students will develop skills in conducting client consultations and will develop the practical skills required to perform a variety of safe and effective hair removal services on the face and body with the use of hard and soft waxes. Emphasis will be placed on speed and accuracy and the practice of safety, sanitation and disinfection of work station and implements as instructed by The Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be placed on customer service, retailing of products and services and the overall development of practical skills.

Professional Nail Techniques (EST117) (7 credits)

This course will provide students with theoretical knowledge of the structure of the nails, development and growth of the nails and nail disorders and diseases. Students will develop skills in conducting client consultations and will develop the practical skills required to perform manicure and pedicure procedures, and polish applications. Emphasis will be on the practice of safety, sanitation and disinfection of workstations and implements as instructed by the Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.

Fundamentals of Skin Care - Practical I (EST118) (6 credits)

This course will introduce students to the phases of skin treatments including cleanse, skin analysis, exfoliation, extractions, massage, masking and treatment creams. Practical instruction will also focus on performing a full face, neck and decollete massage, a cleansing technique, and incorporating a variety of esthetic equipment. Theoretical understanding of the physiology of the skin, skin types and skin conditions are essential. Students are introduced to the NatureMed Professional product line, as well as, a wide variety of cleansers, tonic lotions, exfoliants, masks and treatment creams. Client consultation and record keeping is emphasized.

Fundamentals of Skin Care Theory 1 (EST119) (4 credits)

This course will provide a comprehensive understanding of skin histology and physiology. Emphasis will be on analyzing various objective and subjective symptoms to determine skin types, and identify common skin conditions as well as internal and external factors which affect the skin. Precautions and contraindications to skin treatments will be discussed. The theory of massage and the relevance of identifying the vital muscles of the face, neck and decollete are discussed. Instruction of ingredient technology will focus on the functional and performance benefits relevant to skin health as well as product formulations.

Makeup Artistry (EST134) (4 credits)

This course introduces students to the phases of a Professional Makeup Procedure. Practical instruction focuses on developing fundamental artistry skills in each phase to complete makeup applications which reflect professional polish. Corrective techniques focus on colour theory, concealing techniques, and enhancing face shapes with highlighting and contouring strategies. Mature makeup correctives are emphasized. Practical instruction with brow artistry, mapping and shaping is a vital component of this course as well as brow and lash tinting. Sanitation and disinfection of all tools, and supplies will be discussed and practiced in order to ensure all health and safety protocols.

Semester 2

Student Esthetician Clinic (EST166) (7 credits)

Student placement in the Spa at Sault College, and spa businesses within our community, will provide students with an opportunity to strengthen esthetic skills by performing a variety of services including manicures, pedicures, skin treatments, hair removal treatments and makeup applications for the community. Day to day operations of a Spa setting will be emphasized and students will be responsible for answering phones, scheduling appointments, confirming appointments, retailing and handling all transactions. Professional image is emphasized in all aspects of personal appearance, effective verbal and non-verbal communication, professionalism, and sanitation and disinfection practices. Community placements over the semester will provide students with networking opportunities to strengthen employment opportunities.

Advanced Skin Care Theory II (EST167) (4 credits)

This course is designed to provide students with in-depth analysis of skin conditions relating to acne, and premature aging and ethnic skin challenges. Emphasis is placed on identifying subjective and objective symptoms prevalent with aging, acneic, and sensitive skin conditions. Students will create a group presentation and demonstrations for the annual Lunch and Learn educational fair.

Advanced Skin Care Practical II (EST168) (6 credits)

This course builds upon the knowledge and esthetic skills developed in EST118. Practical instruction focuses on advanced skin treatments including acne treatments, microdermabrasion, and chemical peels. Identifying common skin conditions during a skin analysis and excellence in client care strategies is

stressed.

Makeup Artistry and Advanced Trends (EST169) (4 credits)

This course builds upon the fundamental knowledge and artistry skills acquired in EST134. The Professional makeup procedure will focus on the "no makeup" makeup look and enhancing eye shapes. Emphasis of instruction will focus on introductory training with lash extensions, brow lamination, lash lifts and special FX makeup.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Anatomy and Physiology (EST135) (3 credits)

A general understanding of anatomy and physiology will enable the student to provide a more informed professional service. Knowledge of the structure and functions of bones, muscles, nerves and circulation will give the student more confidence in performing manipulations on various parts of the face, hands and feet.

Practicum (EST208) (9 credits)

Our campus spa provides students with the opportunity to advance their skills in the esthetic practice. Students will gain independence with the ability to provide a wide range of basic and advanced spa treatments. The spa business and customer service strategies will also be emphasized.

Advanced Spa Techniques and Body Therapies (EST210) (7 credits)

This comprehensive course brings together all of the knowledge and skills acquired from Semester I and II. This course will take students through professional client consultation and needs analysis to the provision of a total spa experience with non-therapeutic relaxation body massage, relaxation hot stone massage and a variety of body wraps and hydrotherapy treatments. Students will also be introduced to the application of acrylic gel, body spray tanning, LED advanced acne treatments

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

The Spa Business and Entrepreneurship (EST209) (3 credits)

This course is designed to provide students with an understanding of spa business entrepreneurship and to provide an opportunity to develop personal ownership skills and an effective business plan. In the process, students will gain an understanding of the social, cultural and economic relationships between the esthetic industry and markets, local to global.

Esthetician (Kenora)

Section B.169
2025-07-02

Ontario College Diploma (3 Semesters, 45 weeks) (2018)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Isn't it time you embarked on a career that makes a statement?

The Esthetician program at Sault College celebrates creativity and individualistic style. Learn from experienced professionals in a fully-equipped esthetic lab and gain valuable hands-on during student placement at The Spa at Sault College where you'll not only master treatment techniques but gain valuable experience in marketing and promotion, retail, business operations and more.

You were meant to be an industry leader, we're just here to support you. The Esthetician program offers a super-comprehensive curriculum that will prepare you to offer services in the latest beauty and spa trends, including:

- Intro to Microblading
- Intro to Lash Extensions
- Eyebrow shaping
- Brow lamination
- Lash lifts
- Manicure and pedicure
- Acne and Anti-ageing skin treatments
- Microdermabrasion
- Chemical peels
- BB Glow
- Hair removal techniques including an introduction to sugaring
- Makeup Artistry
- ...and more

Why not make a name for yourself in a career that allows you to travel, work flexible hours, or start your own business? You'll find it here.

PROGRAM OUTCOMES

A graduate of the Esthetician Program at Sault College will reliably demonstrate the ability to:

1. perform a variety of specialized body and skin care treatments following correct procedures and precautions and supporting client needs (including and not limited to facials, manicures, pedicures, hair removal, and make up applications).
2. use a range of specialized equipment and products, in compliance with established national, provincial, industry, and other related standards, regulations, policies, and procedures.
3. apply relevant knowledge of anatomy, physiology, and histology to the provision of specialized esthetic treatments and services.
4. adhere to health, safety, sanitation, and infection and prevention control guidelines, according to current legislation and national, provincial, municipal, and industry standards and regulations.
5. identify business skills and activities required for the successful establishment and operation of a small esthetic business in a salon or spa environment.

6. select and recommend the use of esthetic products and product ingredients to clients, taking into account health status and identified needs.
7. establish and maintain professional relationships in adherence to standards and ethics associated with the profession.
8. develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics.
9. determine professional development strategies that lead to the enhancement of work performance and career opportunities and keep pace with industry change.

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ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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CLINICAL/LAB OR FIELD PLACEMENTS

Completed medical forms.

OTHER INFORMATION

This program runs out of the Kenora Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM126-3 Workplace Communication

EST115-3 Intro to Spa/Practicum
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EST117-7 Professional Nail Techniques
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SEMESTER 2

EST166-7 Student Esthetician Clinic
EST167-4 Advanced Skin Care Theory II
EST168-6 Advanced Skin Care Practical II
EST169-4 Makeup Artistry and Advanced Trends

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 3

EST135-3 Anatomy and Physiology
EST208-9 Practicum
EST210-7 Advanced Spa Techniques and Body Therapies
GEN100-3 Global Citizenship
SAS301-3 Salon and Spa Business

Course Descriptions

Semester 1

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Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Anatomy and Physiology (EST135) (3 credits)

A general understanding of anatomy and physiology will enable the student to provide a more informed professional service. Knowledge of the structure and functions of bones, muscles, nerves and circulation will give the student more confidence in performing manipulations on various parts of the face, hands and feet.

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Our campus spa provides students with the opportunity to advance their skills in the esthetic practice. Students will gain independence with the ability to provide a wide range of basic and advanced spa treatments. The spa business and customer service strategies will also be emphasized.

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This comprehensive course brings together all of the knowledge and skills acquired from Semester I and II. This course will take students through professional client consultation and needs analysis to the provision of a total spa experience with non-therapeutic relaxation body massage, relaxation hot stone massage and a variety of body wraps and hydrotherapy treatments. Students will also be introduced to the application of acrylic, body spray tanning, LED advanced acne treatments

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Salon and Spa Business (SAS301) (3 credits)

This course introduces students to the fundamentals of salon and spa business ownership. Through the development of a professional business plan, students will explore key concepts in entrepreneurship, including ownership models, marketing, financial planning, and operations. Real-world examples and guest speakers highlight the industry's impact on both local and global markets.

PROGRAM OVERVIEW

You want people to be confident and stand out from the crowd. And that's really cool.

Find the real you in our popular Hairstyling program and discover the secrets to mastering your favourite looks or bring a new vision to life. This one-year program is regulated by the Ministry of Training, College and Universities Standard to comply with 1500 in-school training hours. Gain essential career skills in our on-site salon using professional tools and products to specialize in haircutting, barbering techniques, styling, self-promotion, retail, salon management, chemical texture services, hair colouring services, extensions and wigs.

Creativity, style and trendsetting? Yeah, we have that in common! To keep up to date on the latest trends and styling techniques, we will introduce you to guest educators, speakers and platform artists.

The skills learned in our Hairstyling program extend beyond the chair. This one-year program prepares you for a career as a stylist, product developer, hair colour technician, salon manager, editorial stylist, salon owner and platform artist.

The future is your canvas – pick the styles that suits you.

Please note this program uses synthetic fragrances and disinfectant bleach.

PROGRAM OUTCOMES

A graduate of the Hairstyling Program at Sault College will reliably demonstrate the ability to:

1. Complete all work in adherence to professional ethics, government regulations, workplace standards and policies and according to manufacturers specifications as applicable.
2. Facilitate the provisions of a healthy and safe working environment and perform sanitation procedures in accordance with related health regulations and legislation.
3. Apply entrepreneurial skills to the operation and administration of a hair stylist business.
4. Adapt to various and changing technologies, applications and procedures in the hair styling industry and develops a plan outlining future professional development.
5. Develop and use client service strategies that meet and adapt to individual client needs and expectations.
6. Select and administer preparatory procedures and or treatments to the hair and scalp using individually selected products to meet the expectations of the client.
7. Identify, select and use a variety of tools to cut hair according to the needs and expectations of the client.
8. Select and use standard and specialized techniques to effectively style wet and dry hair.
9. Perform a permanent wave using current and relevant methods according to hair type and style.
10. Chemically relax hair by selecting and applying relevant knowledge of, and skills with, chemical products and techniques in order to meet the needs and expectations of the client.
11. Colour, lighten, tone, highlight and lowlight hair, and/or remove pigment to the level of colour desired.

12. Compare and contrast fibre types, perform application and removal procedures, use specialized tools and procedures to maintain hair addition.

Reference

Ministry of Training, Colleges and Universities Hairstyling Program Standards (MTCU 53400), June 2012.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with grade 12 English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$5,427.45	\$1,723.50	\$22,829.10	\$2,373.50

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

MEDICAL REQUIREMENTS

DRESS CODE

Black uniform with colour, pattern and accents permitted.

OTHER INFORMATION

Program College Contact: Jordin Boniferno-Knight, jordin.boniferno-knight@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

HSP111-4 Health and Safety
HSP112-1 Client Services 1
HSP114-3 Preparatory Procedures and Treatments 1
HSP115-6 Cut Hair 1
HSP116-6 Style Hair 1
HSP117-6 Chemical Texture 1
HSP118-7 Colour and Lighten Hair 1
HSP113-3 Ethics and Professional Development

SEMESTER 2

HSP120-3 Entrepreneurial Skills 1
HSP122-1 Client Services 2
HSP123-3 Hair Additions 1
HSP124-3 Preparatory Procedures and Treatments 2
HSP125-6 Cut Hair 2
HSP126-6 Style Hair 2
HSP127-6 Chemical Texture 2
HSP128-7 Colour and Lighten Hair 2

Select one of the following:

GEN110: Student Selected General Education

SEMESTER 3

HSP133-3 Hair Additions 2
HSP135-7 Cut Hair 3
HSP136-7 Style Hair 3
HSP137-8 Chemical Texture 3
HSP138-8 Colour and Lighten Hair 3
SAS301-3 Salon and Spa Business
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Health and Safety (HSP111) (4 credits)

The health and safety of both the client and stylist is an essential factor of a successful career. This course provides the theory, procedures and practices of a safe and healthy workplace. Students acquire the knowledge and skills to comply in accordance with the Occupational Health and Safety Act (OHSA), Workplace Hazardous Material Information System and Public Health guidelines. In this course students also learn about personal health and wellness routines to extend the longevity of their career.

Client Services 1 (HSP112) (1 credits)

This course enables students to develop client service strategies that demonstrate professional communication. In this course students will implement customer service, conflict resolutions and client retention techniques. Using effective communication skills, the students will also gain skills to conduct an efficient consultation.

Preparatory Procedures and Treatments 1 (HSP114) (3 credits)

This fundamental course introduces the importance of identifying the characteristics of the hair and scalp. Students will learn how to analyze the hair for density, texture, porosity, elasticity and common hair disorders. In this course students will classify categories of shampoo and conditioners, including an understanding of their benefits and effects. Through a consultation and analysis, students will be able to recommend products and apply procedures to restore the integrity of a client's hair based on their requirements.

Cut Hair 1 (HSP115) (6 credits)

Haircutting requires foundational training including reference points, ergonomics, elevations and lines. This course will introduce haircutting tools, safety precautions, holding positions and how to manipulate each tool properly. Students will develop an understanding of basic haircutting shapes and cutting patterns.

while practicing haircutting skills in one length and layered haircuts. Students also develop analysis techniques to recognize head shapes, hair characteristics and facial features in relation to the service of haircutting design. Delivery includes theory and in salon lab experience.

Style Hair 1 (HSP116) (6 credits)

Styling hair is a foundational skill that enables creativity and finishing techniques for a variety of other services offered in the salon. In this course the students will learn theory of styling and the importance of section, base placements and types of curls. This course will introduce the student to standard tools and equipment to effectively style wet and dry hair. The students will learn and practice fundamental skills including roller set, pin curls, finger waves, basics of blow-drying and setting hair with thermal tools. Delivery includes theory and in salon lab experience.

Chemical Texture 1 (HSP117) (6 credits)

This course provides the student with the relevant knowledge and basic practical skills of chemical texture. By having a deeper understanding of the composition of hair, students will gain the ability to recognize which hair types can be chemically altered by each category of perming solutions. Students will learn consultation techniques to obtain essential information. With practice of a proper consultation and analysis, students can effectively select solutions, tools, and winding patterns to perform a basic chemical texture service.

Colour and Lighten Hair 1 (HSP118) (7 credits)

This course has been designed to introduce the basics of colour theory. In this course students will learn the categories of artificial colour and their effects on the hair. Colouring hair is one of the most lucrative services offered in the salon, therefore, it is important to learn the necessary knowledge in theory to provide safe and predictable results. Students develop the practical skill to successfully complete a virgin colour and a retouch colour service using a variety of methods of products and application techniques.

Ethics and Professional Development (HSP113) (3 credits)

This course teaches students to adapt to various trends and technologies in the hairstyling industry. In this course students will have a professional understanding of career goals, maintaining a professional image, daily life responsibilities, workplace standards and government regulations. Students will research hair rituals and traditions used throughout history and various cultures. They will discover an awareness of the social, cultural and economic influence of hair. This course is a program-embedded general education course for social, cultural and personal understanding. This course is 2 hours of instruction each week with 1 hour of independent study.

Semester 2

Entrepreneurial Skills 1 (HSP120) (3 credits)

The content of this course gives the students the knowledge of daily salon operation responsibilities. This course focuses on effective communication within the workplace with both staff and clients. Students practice management skills to build their confidence in public relations, team building and organization. Students also learn about professional first impressions including cover letters and resumes. Sales and visual merchandising for retail is introduced to enhance the student's understanding of building a business.

Client Services 2 (HSP122) (1 credits)

This course enables the student to communicate effectively with clients and co-workers. Students develop

a customer service plan to create consistency in the client experience. This plan includes value added services that create client retention and upgraded sales. Customer service strategies are practiced on how to recruit and retain a clientele. Students also learn how to interpret consultation information to provide a specific service and maintenance plan to exceed client expectations.

Hair Additions 1 (HSP123) (3 credits)

In this course students will learn about a variety of wigs and how they are made. Upon successful completion, the students will be able to compare artificial and human hair fiber types to provide the most beneficial wig for their clients. In our salon we will practice wig fitting, block styling and general maintenance services for wigs and hair pieces. Hair Additions are an important service to offer in the salon, students learn to consult with the understanding of how significant hair is for a client.

Preparatory Procedures and Treatments 2 (HSP124) (3 credits)

This course is a continuation of learning the identification of the characteristics of hair and scalp. Students will learn to recognize types of scalp disorders including hair loss, common scalp conditions and infectious scalp diseases. Students will practice analysis of the scalp and learn which scalp conditions can be treated in the salon and which will need to be referred to a physician. With the knowledge of salon effective treatments, students will gain the ability to select the appropriate products and procedure. Delivery includes in salon lab experience.

Cut Hair 2 (HSP125) (6 credits)

This course builds on the basic foundations of haircutting taught in Cut Hair 1. The students will use the practical foundations learned to create a variety of layers and graduated shapes. The understanding of hair texture, face shapes, elevations, and sectioning will enable students to interpret reference pictures from a client consultation. The student will demonstrate the knowledge to select the proper tools to customize a haircut. This course also introduces finishing techniques to remove facial hair and texturize a haircut to compliment the precision haircutting foundations. Delivery includes in salon lab experience.

Style Hair 2 (HSP126) (6 credits)

This course builds the skills and knowledge of how hair responds to a variety of styling tools and methods. Students will practice wet hairstyling by incorporating round brushes, wrap drying and diffusors. While learning how to create formal hairstyles, students will recall base placements to create a variety of curls with thermal tools. Utilizing the principles and elements of design, students will provide harmonious hairstyling choices to meet client's expectations. Delivery includes in salon lab experience.

Chemical Texture 2 (HSP127) (6 credits)

This course is the continued building of skills and knowledge of chemical texture services. Students will strengthen their skills and timing for basic permanent wave applications, while learning to incorporate new wrapping patterns for modern texture services. Students will continue to study types of chemical texture solutions and their effects on the hair. Upon completion, students will have a competent understanding of how to complete a permanent wave service based on client consultation, hair analysis, product selection, and proper application methods. Delivery includes in salon lab experience.

Colour and Lighten Hair 2 (HSP128) (7 credits)

This course provides an intermediate level of colour theory and specialty techniques. Students will gain practical skill in lightening techniques which includes foiling, universal blonding, balayage and double process services. Theory in this course will focus on the understanding of contributing pigmentation, corrective colour and formulations. Upon completion, students will confidently conduct a consultation for

a double process service and provide hair colour results that maintain the integrity of the hair while meeting client's expectations.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 3

Hair Additions 2 (HSP133) (3 credits)

This course is a continuation of Hair Additions 1. Students will continue to build confidence and skills to work with a variety of hair addition types. In this course they will practice using specialized tools to perform hair addition services. They will compare attachment styles of trending hair extensions and understand when to recommend each type. Students will gain the knowledge and practical skills to color, cut and style hair additions while maintaining the quality and integrity of the fibers. Delivery includes a philanthropy project in support of the Sault College Wig Clinic.

Cut Hair 3 (HSP135) (7 credits)

This course will enhance the learners' skills of basic haircutting to include creative detailing. Students will recreate reference pictures by identifying the proper elevations and including razor cutting and texturizing skills. This course will prepare the student for safe razor cutting with the knowledge of how to care of a razor, holding techniques, and proper disposal which includes health and safety protocols. In a continuation of learning from Cut Hair 1 and 2, students will practice fundamental haircuts and clipper cutting while adding new detailing techniques to stay current in the industry. Delivery includes salon services experience.

Style Hair 3 (HSP136) (7 credits)

This course will continue to build the students skills of styling hair to advance their practice and knowledge of hairstyling products and tools. Students will practice formal styling including event styling such as bridal with emphasis on hold and longevity of the style. In this course they will research current trends and replicate reference pictures using the skills and techniques we have practiced, meeting industry standards. Delivery includes in salon services experience.

Chemical Texture 3 (HSP137) (8 credits)

This course will study types of curl patterns and how to care for natural curly hair texture. Students will learn the history of chemical relaxers and their evolution of product ingredients and applications. Students will develop an understanding of chemical relaxer products used to smooth and restructure curls. They will recognize the chemical content and its relation to hair structure as a continuation of learning from Permanent Wave 1 and 2. In this course students will apply keratin, hydroxide and ammonium thioglycolate relaxers to compare each category's results for smoothness, maintenance and longevity. Delivery includes experience in salon services.

Colour and Lighten Hair 3 (HSP138) (8 credits)

This course provides an advance level of colour theory and creative techniques. Students will demonstrate practical skill in colour blocking and customized colour placements. Theory in this course will review the foundations colour theory that will continue to support advanced colour formulations. Students will practice highlighting techniques while experimenting with fashion shades for creative colour placements and formulas. Delivery includes salon services experience.

Salon and Spa Business (SAS301) (3 credits)

This course introduces students to the fundamentals of salon and spa business ownership. Through the development of a professional business plan, students will explore key concepts in entrepreneurship, including ownership models, marketing, financial planning, and operations. Real-world examples and guest speakers highlight the industry's impact on both local and global markets.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Hairstyling (Kenora)

Section B.171
2025-07-02

Ontario College Diploma (3 semesters, 42 weeks) (1069)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

You want people to be confident and stand out from the crowd. And that's really cool.

Find the real you in our popular Hairstyling program and discover the secrets to mastering your favourite looks or bring a new vision to life. This one-year program is regulated by the Ministry of Training, College and Universities Standard to comply with 1500 in-school training hours. Gain essential career skills in our on-site salon using professional tools and products to specialize in haircutting, barbering techniques, styling, self-promotion, retail, salon management, chemical texture services, hair colouring services, extensions and wigs.

Creativity, style and trendsetting? Yeah, we have that in common! To keep up to date on the latest trends and styling techniques, we will introduce you to guest educators, speakers and platform artists.

The skills learned in our Hairstyling program extend beyond the chair. This one-year program prepares you for a career as a stylist, product developer, hair colour technician, salon manager, editorial stylist, salon owner and platform artist.

The future is your canvas – pick the styles that suits you.

PROGRAM OUTCOMES

A graduate of the Hairstyling Program at Sault College will reliably demonstrate the ability to:

1. Complete all work in adherence to professional ethics, government regulations, workplace standards and policies and according to manufacturers specifications as applicable.
2. Facilitate the provisions of a healthy and safe working environment and perform sanitation procedures in accordance with related health regulations and legislation.
3. Apply entrepreneurial skills to the operation and administration of a hair stylist business.
4. Adapt to various and changing technologies, applications and procedures in the hair styling industry and develops a plan outlining future professional development.
5. Develop and use client service strategies that meet and adapt to individual client needs and expectations.
6. Select and administer preparatory procedures and or treatments to the hair and scalp using individually selected products to meet the expectations of the client.
7. Identify, select and use a variety of tools to cut hair according to the needs and expectations of the client.
8. Select and use standard and specialized techniques to effectively style wet and dry hair.
9. Perform a permanent wave using current and relevant methods according to hair type and style.
10. Chemically relax hair by selecting and applying relevant knowledge of, and skills with, chemical products and techniques in order to meet the needs and expectations of the client.
11. Colour, lighten, tone, highlight and lowlight hair, and/or remove pigment to the level of colour desired.
12. Compare and contrast fibre types, perform application and removal procedures, use specialized

tools and procedures to maintain hair addition.

Reference

Ministry of Training, Colleges and Universities Hairstyling Program Standards (MTCU 53400), June 2012.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with grade 12 English (C) ENG4C, or mature student status.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
N/A	N/A	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

DRESS CODE

Black uniform with colour, pattern and accents permitted.

OTHER INFORMATION

This program runs out of the Kenora Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

HSP111-4 Health and Safety
HSP112-1 Client Services 1
HSP114-3 Preparatory Procedures and Treatments 1
HSP115-6 Cut Hair 1
HSP116-6 Style Hair 1
HSP117-6 Chemical Texture 1
HSP118-7 Colour and Lighten Hair 1
HSP113-3 Ethics and Professional Development

SEMESTER 2

HSP120-3 Entrepreneurial Skills 1
HSP122-1 Client Services 2
HSP123-3 Hair Additions 1
HSP124-3 Preparatory Procedures and Treatments 2
HSP125-6 Cut Hair 2
HSP126-6 Style Hair 2

HSP127-6 Chemical Texture 2
HSP128-7 Colour and Lighten Hair 2

SEMESTER 3

HSP133-3 Hair Additions 2
HSP135-7 Cut Hair 3
HSP136-7 Style Hair 3
HSP137-8 Chemical Texture 3
HSP138-8 Colour and Lighten Hair 3
SAS301-3 Salon and Spa Business
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Health and Safety (HSP111) (4 credits)

The health and safety of both the client and stylist is an essential factor of a successful career. This course provides the theory, procedures and practices of a safe and healthy workplace. Students acquire the knowledge and skills to comply in accordance with the Occupational Health and Safety Act (OHSA), Workplace Hazardous Material Information System and Public Health guidelines. In this course students also learn about personal health and wellness routines to extend the longevity of their career.

Client Services 1 (HSP112) (1 credits)

This course enables students to develop client service strategies that demonstrate professional communication. In this course students will implement customer service, conflict resolutions and client retention techniques. Using effective communication skills, the students will also gain skills to conduct an efficient consultation.

Preparatory Procedures and Treatments 1 (HSP114) (3 credits)

This fundamental course introduces the importance of identifying the characteristics of the hair and scalp. Students will learn how to analyze the hair for density, texture, porosity, elasticity and common hair disorders. In this course students will classify categories of shampoo and conditioners, including an understanding of their benefits and effects. Through a consultation and analysis, students will be able to recommend products and apply procedures to restore the integrity of a client's hair based on their requirements.

Cut Hair 1 (HSP115) (6 credits)

Haircutting requires foundational training including reference points, ergonomics, elevations and lines. This course will introduce haircutting tools, safety precautions, holding positions and how to manipulate each tool properly. Students will develop an understanding of basic haircutting shapes and cutting patterns while practicing haircutting skills in one length and layered haircuts. Students also develop analysis techniques to recognize head shapes, hair characteristics and facial features in relation to the service of haircutting design. Delivery includes theory and in salon lab experience.

Style Hair 1 (HSP116) (6 credits)

Styling hair is a foundational skill that enables creativity and finishing techniques for a variety of other services offered in the salon. In this course the students will learn theory of styling and the importance of section, base placements and types of curls. This course will introduce the student to standard tools and equipment to effectively style wet and dry hair. The students will learn and practice fundamental skills

including roller set, pin curls, finger waves, basics of blow-drying and setting hair with thermal tools. Delivery includes theory and in salon lab experience.

Chemical Texture 1 (HSP117) (6 credits)

This course provides the student with the relevant knowledge and basic practical skills of chemical texture. By having a deeper understanding of the composition of hair, students will gain the ability to recognize which hair types can be chemically altered by each category of perming solutions. Students will learn consultation techniques to obtain essential information. With practice of a proper consultation and analysis, students can effectively select solutions, tools, and winding patterns to perform a basic chemical texture service.

Colour and Lighten Hair 1 (HSP118) (7 credits)

This course has been designed to introduce the basics of colour theory. In this course students will learn the categories of artificial colour and their effects on the hair. Colouring hair is one of the most lucrative services offered in the salon, therefore, it is important to learn the necessary knowledge in theory to provide safe and predictable results. Students develop the practical skill to successfully complete a virgin colour and a retouch colour service using a variety of methods of products and application techniques.

Ethics and Professional Development (HSP113) (3 credits)

This course teaches students to adapt to various trends and technologies in the hairstyling industry. In this course students will have a professional understanding of career goals, maintaining a professional image, daily life responsibilities, workplace standards and government regulations. Students will research hair rituals and traditions used throughout history and various cultures. They will discover an awareness of the social, cultural and economic influence of hair. This course is a program-embedded general education course for social, cultural and personal understanding. This course is 2 hours of instruction each week with 1 hour of independent study.

Semester 2

Entrepreneurial Skills 1 (HSP120) (3 credits)

The content of this course gives the students the knowledge of daily salon operation responsibilities. This course focuses on effective communication within the workplace with both staff and clients. Students practice management skills to build their confidence in public relations, team building and organization. Students also learn about professional first impressions including cover letters and resumes. Sales and visual merchandising for retail is introduced to enhance the student's understanding of building a business.

Client Services 2 (HSP122) (1 credits)

This course enables the student to communicate effectively with clients and co-workers. Students develop a customer service plan to create consistency in the client experience. This plan includes value added services that create client retention and upgraded sales. Customer service strategies are practiced on how to recruit and retain a clientele. Students also learn how to interpret consultation information to provide a specific service and maintenance plan to exceed client expectations.

Hair Additions 1 (HSP123) (3 credits)

In this course students will learn about a variety of wigs and how they are made. Upon successful completion, the students will be able to compare artificial and human hair fiber types to provide the most beneficial wig for their clients. In our salon we will practice wig fitting, block styling and general

maintenance services for wigs and hair pieces. Hair Additions are an important service to offer in the salon, students learn to consult with the understanding of how significant hair is for a client.

Preparatory Procedures and Treatments 2 (HSP124) (3 credits)

This course is a continuation of learning the identification of the characteristics of hair and scalp. Students will learn to recognize types of scalp disorders including hair loss, common scalp conditions and infectious scalp diseases. Students will practice analysis of the scalp and learn which scalp conditions can be treated in the salon and which will need to be referred to a physician. With the knowledge of salon effective treatments, students will gain the ability to select the appropriate products and procedure. Delivery includes in salon lab experience.

Cut Hair 2 (HSP125) (6 credits)

This course builds on the basic foundations of haircutting taught in Cut Hair 1. The students will use the practical foundations learned to create a variety of layers and graduated shapes. The understanding of hair texture, face shapes, elevations, and sectioning will enable students to interpret reference pictures from a client consultation. The student will demonstrate the knowledge to select the proper tools to customize a haircut. This course also introduces finishing techniques to remove facial hair and texturize a haircut to compliment the precision haircutting foundations. Delivery includes in salon lab experience.

Style Hair 2 (HSP126) (6 credits)

This course builds the skills and knowledge of how hair responds to a variety of styling tools and methods. Students will practice wet hairstyling by incorporating round brushes, wrap drying and diffusers. While learning how to create formal hairstyles, students will recall base placements to create a variety of curls with thermal tools. Utilizing the principles and elements of design, students will provide harmonious hairstyling choices to meet client's expectations. Delivery includes in salon lab experience.

Chemical Texture 2 (HSP127) (6 credits)

This course is the continued building of skills and knowledge of chemical texture services. Students will strengthen their skills and timing for basic permanent wave applications, while learning to incorporate new wrapping patterns for modern texture services. Students will continue to study types of chemical texture solutions and their effects on the hair. Upon completion, students will have a competent understanding of how to complete a permanent wave service based on client consultation, hair analysis, product selection, and proper application methods. Delivery includes in salon lab experience.

Colour and Lighten Hair 2 (HSP128) (7 credits)

This course provides an intermediate level of colour theory and specialty techniques. Students will gain practical skill in lightening techniques which includes foiling, universal blonding, balayage and double process services. Theory in this course will focus on the understanding of contributing pigmentation, corrective colour and formulations. Upon completion, students will confidently conduct a consultation for a double process service and provide hair colour results that maintain the integrity of the hair while meeting client's expectations.

Semester 3

Hair Additions 2 (HSP133) (3 credits)

This course is a continuation of Hair Additions 1. Students will continue to build confidence and skills to work with a variety of hair addition types. In this course they will practice using specialized tools to perform hair addition services. They will compare attachment styles of trending hair extensions and

understand when to recommend each type. Students will gain the knowledge and practical skills to color, cut and style hair additions while maintaining the quality and integrity of the fibers. Delivery includes a philanthropy project in support of the Sault College Wig Clinic.

Cut Hair 3 (HSP135) (7 credits)

This course will enhance the learners' skills of basic haircutting to include creative detailing. Students will recreate reference pictures by identifying the proper elevations and including razor cutting and texturizing skills. This course will prepare the student for safe razor cutting with the knowledge of how to care of a razor, holding techniques, and proper disposal which includes health and safety protocols. In a continuation of learning from Cut Hair 1 and 2, students will practice fundamental haircuts and clipper cutting while adding new detailing techniques to stay current in the industry. Delivery includes salon services experience.

Style Hair 3 (HSP136) (7 credits)

This course will continue to build the students skills of styling hair to advance their practice and knowledge of hairstyling products and tools. Students will practice formal styling including event styling such as bridal with emphasis on hold and longevity of the style. In this course they will research current trends and replicate reference pictures using the skills and techniques we have practiced, meeting industry standards. Delivery includes in salon services experience.

Chemical Texture 3 (HSP137) (8 credits)

This course will study types of curl patterns and how to care for natural curly hair texture. Students will learn the history of chemical relaxers and their evolution of product ingredients and applications. Students will develop an understanding of chemical relaxer products used to smooth and restructure curls. They will recognize the chemical content and its relation to hair structure as a continuation of learning from Permanent Wave 1 and 2. In this course students will apply keratin, hydroxide and ammonium thioglycolate relaxers to compare each category's results for smoothness, maintenance and longevity. Delivery includes experience in salon services.

Colour and Lighten Hair 3 (HSP138) (8 credits)

This course provides an advance level of colour theory and creative techniques. Students will demonstrate practical skill in colour blocking and customized colour placements. Theory in this course will review the foundations colour theory that will continue to support advanced colour formulations. Students will practice highlighting techniques while experimenting with fashion shades for creative colour placements and formulas. Delivery includes salon services experience.

Salon and Spa Business (SAS301) (3 credits)

This course introduces students to the fundamentals of salon and spa business ownership. Through the development of a professional business plan, students will explore key concepts in entrepreneurship, including ownership models, marketing, financial planning, and operations. Real-world examples and guest speakers highlight the industry's impact on both local and global markets.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Adventure Recreation and Parks Technician

Section B.172
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5212)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love outdoor adventure? Nestled among some of the world's largest freshwater lakes, the rugged Canadian Shield, and vast, diverse forests are Ontario's wildest parks. They're all within a short drive of Sault College—and they're calling out to you.

Unique to Canada, the two-year Adventure Recreation and Parks Technician diploma program keeps a broad focus on natural resource management and sustainability, while concentrating on three main areas of study:

- parks operations, interpretation and protection
- adventure recreation and recreation planning
- ecotourism and adventure expeditions

Field trips and hands-on experience are an essential part of this program. You'll visit many park systems, conservation areas, and recreational facilities across the vast Algoma region where you'll learn field identification skills across diverse ecosystems.

And during fall camp, you'll be exposed to awesome outdoor recreation skills like canoeing, kayaking, rock climbing, and camping over multiple days.

Become extra-hireable in a career you love. Depending on where your interest lies, our Adventure Recreation and Parks Technician program offers you opportunities to gain provincially or nationally recognized certifications in:

- Wilderness Advanced First Aid
- Chainsaw operator safety
- Heritage interpreter
- Kayaking - Paddle Canada x 2
- Canoeing - Paddle Canada x 2
- Stand Up Paddle - Boarding Paddle Canada x 2
- Cross Country Ski Ontario Coaching
- Belayer (indoor/outdoor)
- Rock climbing (outdoor)
- Ice climbing
- Wilderness survival
- No Limits Adaptive Skiing Association Coaching

If you're not ready to stop there, options to expand your education and skills are limitless. Choose a pathway to a degree where you earn your diploma here in two years and move on to a partnering university to complete a degree like Bachelor of Science in as little as two more years. You can even choose another diploma in the School of Natural Environment and earn two diplomas in three years.

We're ready to help lead you to success. Adventure to the real you starts here.

PROGRAM OUTCOMES

A graduate of the Sault college Adventure Recreation and Parks Technician program will reliably demonstrate the ability to:

1. Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills.
2. Identify, discuss, organize and assess common Flora & Fauna species found throughout ON, including biological and physiological characteristics.
3. Describe how the six park systems in Ontario are managed and operated.
4. Identify and evaluate the requirements for leading and participating in expeditions or field exercises using a variety of Adventure Recreation activities.
5. Start and manage a career in the Adventure Recreation and Parks field.
6. Demonstrate a sound understanding of the significance of the Adventure Recreation and Parks Industry including relevant legislation, trends and issues.
7. Describe the scientific method and how it shapes our understanding of the ecology of the natural world.
8. Demonstrate an understanding of sustainable development and apply the foundations in the natural environment.
9. Safely operate and maintain equipment used in Adventure Recreation and Park operations.
10. Evaluate and apply current technologies and mathematical concepts used to collect, manage and analyze data.
12. Analyze, evaluate and apply subjective and objective safety considerations for Adventure Recreation and Parks activities.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the program are trained to work in the public and private sectors, including Parks Canada, the Ontario Ministry of Natural Resources and Forestry, conservation authorities, municipal parks departments, and private park owners. Examples of employment found within these park agencies include Park Warden, Park Interpreter, Resource Technician, and Park Superintendent.

In the Adventure Recreation field opportunities include employment prospects with adventure travel and ecotourism companies, either as a guide or business owner. Graduates may become recreational instructors at outdoor centres and children's camps, teaching a variety of skills such as canoeing and kayaking. Opportunities as snowboard/ski instructors in winter or wilderness outfitters and/or retailers may also be available.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,975.80	\$1,697.00	\$15,757.30	\$2,347.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWF100) in order to graduate. To prioritize preparing current students and graduates for employment in the natural environment field, a career management course is taken in each semester of the program.

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
 ENV111-1 Introduction to Green Careers
 NET100-3 Fish and Wildlife Studies I
 NRT101-3 Trees and Shrubs I
 NRT123-3 Outdoor Navigation
 NRT130-3 Adventure Recreation I
 NRT131-2 Fall Field Camp - First Year
 NRT141-3 Science and Nature
 NRT148-3 Park Operations

SEMESTER 2

CWF100-3 Co-op Work Placement I
Note: CWF100-3 is mandatory and takes place in the summer.
 ENV211-1 Work-Ready Skills
 MTH165-3 Numeracy and Quantitative Reasoning
 NET105-3 Fish and Wildlife Studies II
 NET107-3 Outdoor Equipment Certifications
 NRT109-3 Ecology
 NRT133-3 Trees and Shrubs II
 NRT134-3 Adventure Recreation II
 NRT145-3 Horticulture Groundskeeper

SEMESTER 3

ARL104-3 Superior Expedition
 ENV311-1 Networking and Career Search
 NET108-4 Geographic Information Systems
 NRT212-3 Park Interpretation
 NRT234-3 Adventure Recreation and Parks Leadership
 NRT238-3 Physical Geology

NRT256-3 Ecosystem Classification
NRT264-3 Trail Construction
GEN100-3 Global Citizenship

SEMESTER 4

ARL204-3 Wilderness Advanced First Aid
ENV411-1 Career Readiness
NRT211-3 Protecting Park Values
NRT233-3 Adventure Ecotourism
NRT240-2 Natural Resources Law
NRT242-2 Natural Environment Business Management
NRT263-4 Bushcraft and Wilderness Survival
NRT235-2 Sustainable Resource Management

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Green Careers (ENV111) (1 credits)

In this introductory course, participants gain insight into career options in the Natural Environment field. Broadening their understanding of what constitutes a 'Green Career,' students will research the job specifications for their dream job, to have a clear understanding of the expectations. Students will prepare a skills-based resume and an effective cover letter to be prepared well in advance for employment possibilities. Job search techniques will also be discussed in preparation for a co-op position. Students will develop a list of places they would be interested in working and start the application process. Opportunities, expectations, and deadlines for co-op are clearly presented, so there is a sound understanding of the path ahead.

Fish and Wildlife Studies I (NET100) (3 credits)

This course concentrates on fundamental aspects of anatomy, physiology, and ecology of Ontario birds, Ontario Turtles, Ontario Snakes and Ontario Amphibian species. Lab sessions will develop skills in identification and classification, as well provide knowledge and experience with commonly used field inventory techniques.

Trees and Shrubs I (NRT101) (3 credits)

In field and laboratory, students will practice in the identification, nomenclature and ecology of trees and

shrubs native to Ontario, some introduced species and few major coniferous species native to Western Canada. Predominately delivered outdoors in the field in all weather conditions.

Outdoor Navigation (NRT123) (3 credits)

Students will gain skills in orienteering and navigating in forested areas using a magnetic hand compass, topographic maps (OBM, NTS), OMNR standard aerial photographs and global positioning systems (GPS). Students will use a navigational protractor, metric scale, and digital planimeter in the planning and presentation of field exercises. Pacing and distance measurement devices (50 m rope, 30 m tape, Hip-Chain) will be used to measure distances in a team environment. Calculations of distance, area and pacing factors will be covered.

Adventure Recreation I (NRT130) (3 credits)

Embark on an exhilarating exploration of regional outdoor adventures in our skills-oriented course. From Stand Up Paddle Boarding to Canoeing, Kayaking, and Rock Climbing, participants will immerse themselves in a comprehensive curriculum. Delve into the intricacies of adventure recreation regulations in Ontario and Canada under the guidance of industry leaders. Throughout the course, students will earn certifications in Stand Up Paddle Boarding, Canoeing, Kayaking, and Rock Climbing, validating their expertise in each discipline. Additionally, they will master essential techniques, commands, and signals while gaining proficiency in equipment maintenance and repair, ensuring readiness for any expedition.

Fall Field Camp - First Year (NRT131) (2 credits)

Fall Field School introduces a variety of field skills essentials to Technicians in the Natural Environment. Students will work together learning the fundamentals of safety, and teamwork essentials to succeed in the Natural Environment. Students will participate in 10 different sessions: navigation, forest measurements, wildfire equipment, stream assessment, dendrology, entomology, canoeing, traditional ecological knowledge, field technology, and safety.

Science and Nature (NRT141) (3 credits)

This course examines six topics of science that provide a fundamental understanding of the relationship of scientific research, biology and chemistry to natural resource management. Topics include Science and the Scientific Method, The Hierarchy of Matter, The Species in an Evolutionary Context, Use of the Periodic Table, The Cell as the Fundamental Unit of Life and Chemical Interactions in the Environment.

Park Operations (NRT148) (3 credits)

This course introduces students to how protected areas operate and are managed as parks. Activities incorporate the operations and management of federal, provincial, and municipal parks with a focus on preparing students for meaningful employment. Case studies will be used to learn about the roles and responsibilities of parks employees. The Ontario Parks system will be studied in detail including history, conservation, management objectives, and current issues. Field trips scheduled throughout the semester will complement classroom learning and provide a practical park operation experience where possible, including the end of season shutdown of a provincial park.

Semester 2

Co-op Work Placement I (CWF100) (3 credits)

Students will acquire work in the natural resources field based on their program areas and future career ambitions. Students will apply for a summer experience using federal and provincial websites, their personal networks, and varying other avenues, such as faculty contacts and college posting boards. Particular emphasis will be placed on the importance of interpersonal, teamwork, technical, and leadership skills as they meet the daily challenges of a dynamic workplace environment.

Work-Ready Skills (ENV211) (1 credits)

Building on knowledge from 'Introduction to Green Careers', students will continue to find their niche in the Natural Environment. By revisiting their skills-based resume and cover letter, students will learn to recognize the dynamic nature of these documents and begin updates. Students will learn about and practice interview skills, preparing for in-person, online and phone interviews. Strategies including an 'elevator pitch', and mock interviews, help to build confidence and communication. Students will learn the value of networking, and begin to build their network profile through Linked-In. The co-op job search will continue by learning the importance of following up with contacts, continually searching, and staying resilient.

Numeracy and Quantitative Reasoning (MTH165) (3 credits)

This course focuses on developing the students number sense and problem solving abilities using a variety of tools and strategies that include computer technology. Skills required to perform mental calculations and communicate mathematical concepts and processes will be emphasized and assessed. By the end of the course, the student will be able to interpret mathematical models, represent quantitative information in a variety of ways and use different mathematical and statistical methods to solve problems. Topics include number sense, geometry, measurement, trigonometry, percent and descriptive statistics.

Fish and Wildlife Studies II (NET105) (3 credits)

This course continues with the further development of fish and wildlife identification skills with particular reference to the biology and life history of featured species. Topics will include common fish and mammals of Ontario. Special emphasis will be placed on species at risk in Ontario and strategies for their protection and recovery. Wildlife tracks and signs will also be investigated and important wildlife parasites and diseases will be discussed.

Outdoor Equipment Certifications (NET107) (3 credits)

Students will be trained through lectures and/or hands-on experience in the safe operation, care and maintenance of, ATV's, chainsaws, clearing saws, motor boats, snowmobiles and power tools. They will have the potential to earn safe operating certificates if they are successful with both the hands-on and the theory portion. To be eligible to receive a safety certificate, students must attend all theory and field portions of the course.

Ecology (NRT109) (3 credits)

This is an introductory course to provide students with an understanding of ecology as it relates to people who work with renewable resources. The course covers a wide range of topics that examine the interactions between plants and animals and their physical environment. A combination of lectures, labs and field surveys provide insight into the structure and function of ecosystems in general; but emphasize forest and freshwater aquatic ecosystems in Canada.

Trees and Shrubs II (NRT133) (3 credits)

Students will learn how to identify plants located in and around the upper Great Lakes region including native deciduous trees and shrubs, native herbaceous and dwarf woody plants, and woody and herbaceous plants considered invasive. Focus will be on gaining skills enabling the identification of trees and shrubs in leaf-off conditions using twig, bark, silhouette, reproductive structures and other unique identifying

features, and identification of herbaceous and dwarf woody plants using foliage and floral characteristics. The silvics of the tree species will be studied to complement their identification. Predominately delivered outdoors in the field in all weather conditions.

Adventure Recreation II (NRT134) (3 credits)

This course is designed for those passionate about the outdoors and eager to turn that passion into a career. This skills-oriented winter course provides comprehensive education in developing outdoor recreational programming for both children and adult groups, focusing on ice climbing certification and winter camping expeditions. You'll master techniques and safety measures, plan and lead winter camping trips, and prepare for diverse career paths with employers like parks, outdoor education centers, children's camps, and recreational resorts. Emphasizing experiential learning, the course includes field trips and hands-on workshops. Gain valuable experience and skills from qualified experts, acquiring specialized knowledge to connect with industry professionals and turn your passion for the outdoors into a profession.

Horticulture Groundskeeper (NRT145) (3 credits)

Students will receive training in the care and maintenance of grasses, flowers, trees, shrubs and invasive plants associated with managed and manicured landscapes. Practical experience with appropriate equipment in mowing, trimming, watering, planting and transplanting, pest management and pruning will be emphasized.

Semester 3

Superior Expedition (ARL104) (3 credits)

ARL104 Superior Expedition is an immersive 5-day course set on the secluded shores of Lake Superior, offering students the unique experience of exploring this inland sea by kayak. Participants will learn essential skills for planning, packing, and navigating the rugged shorelines of Lake Superior. Through hands-on instruction and real-world practice, students will gain confidence and expertise in expedition planning and execution. Join us for an unforgettable adventure, mastering the art of kayaking in one of North America's most breathtaking natural environments.

Networking and Career Search (ENV311) (1 credits)

After a successful co-op or capstone term, students will reflect on their summer experience. A technical report or essay will demonstrate application of learning, and thank-you letters to employers will keep communication alive. Students will also submit an employer evaluation, and profile as part of the reflection process. With a broadening network and hard skill set, students will continue to hone soft skills for the workplace. A focus on interpersonal communication, adaptability, emotional intelligence, creativity, and a willingness to learn are hallmarks of valuable employees, and key topics of the course.

Geographic Information Systems (NET108) (4 credits)

This course uses ArcGIS Pro software to build introductory GIS skills focusing on natural environment data and scenarios. Topics include: mobile data capture, creating and managing geodatabases, performing spatial and tabular analysis, advanced queries, data manipulation, raster processing and vector editing.

Park Interpretation (NRT212) (3 credits)

This hands-on course provides students with the skills and knowledge to work as heritage interpreters at

national, provincial and municipal parks, as interpretive guides in the ecotourism industry. Course material highlights the integral role of heritage interpretation in park management and developing environmental awareness. Effective planning and oral communication skills are stressed as students complete practical assignments in personal and non-personal interpretation. Students are encouraged to explore traditional and emerging techniques in interpretation for various audiences, including children, adults and new Canadians. Evaluation is based on the delivery of short interpretive programs in class and in the field and in the development of a multi-media interpretive eco-guide for outdoor adventurers. This course will be delivered through a combination of in-class lectures, guest lectures and workshops in the field.

Adventure Recreation and Parks Leadership (NRT234) (3 credits)

The leadership course for Adventure Recreation students will teach, manage and lead mini expeditions honing their skills and techniques in a variety of human power adventures. Judgment, assessment of capabilities and team dynamics will be the main focus of this course while the classroom will be the incredible wilderness of the Lake Superior Basin. Students will learn to persevere through bad weather, fatigue, equipment malfunctions and self-imposed barriers humans place on themselves. Students will emerge from this course having the confidence and skills to tackle life's expeditions.

Physical Geology (NRT238) (3 credits)

Students will gain an understanding of the processes that have led to the incredible variety of formations in the rocks and soils of our region. Theses will be related to land use and travel patterns both contemporary and historical. Included will be rock formation, minerals surficial geology, glaciation, soils and fossil formation and identification.

Ecosystem Classification (NRT256) (3 credits)

This course is a survey of natural wetland and forest ecosystems and associated plant communities found in central Ontario. A range of vascular and non-vascular wetland and terrestrial plants and lichens will be identified with a focus on indicator species. Identification of these organisms combined with hands-on experience in describing soils in the field will be used to classify a range of local ecosystems using current Ontario Ecological Land Classification tools at the Ecosite and Vegetation-Type level.

Trail Construction (NRT264) (3 credits)

Trails have had a huge and historical impact on transportation, travel, tourism and recreation in Canada. Never has this been more evident than now. The Trans Canada Trail is unifying the nation, while outdoor enthusiasts portage across parks, and urban cyclists find safe routes to work. A mixture of Art and Science, understanding the fundamentals of trail sustainability is an essential area of expertise for Adventure Recreation and Parks students. This course will examine the foundations of trails from organization and advocacy to the hard skills involved with building and maintenance.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Wilderness Advanced First Aid (ARL204) (3 credits)

Wilderness Advanced First Aid is comprehensive medical training designed for remote professionals or wilderness leaders who venture into remote and challenging environments. Wilderness Medicine differs significantly from standard first aid courses and other training that are oriented toward urban environments. This course teaches how to manage medical emergencies when hospitals and rescue services may not be available for an extensive time period. We prepare students for emergency situations that involve prolonged patient care, severe environments, and improvised equipment. This course is delivered in partnership with Wilderness Medical Associates.

Career Readiness (ENV411) (1 credits)

This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.

Protecting Park Values (NRT211) (3 credits)

This field, lecture and discussion-based course examines the evolving concepts of park values, revealing the actions and compromises protected area managers face in preserving ecological integrity, providing visitor experiences, and maintaining aesthetics. Local field trips allow students to practice mapping recreational impacts within urban greenspaces and develop their own plans to protect natural and cultural values. Case studies examine the impacts of climate change on parks, considering adaptive measures and protecting areas as natural solutions to the climate crises. Students will learn about park management plans and discover how managers are directed to respond to issues like insect outbreaks, tree pathology, wildfire, and managing visitor impacts. Finally, students will work through the rapidly evolving processes of creating new protected areas and appreciate the challenges and opportunities of parks in the context of reconciliation and other contemporary issues.

Adventure Ecotourism (NRT233) (3 credits)

Adventure Ecotourism provides students with a comprehensive overview of the diverse ecotourism opportunities within the province. Focusing on the natural and human history of the Algoma District, students will research indigenous cultures, the natural environment, and activity-specific guidelines. This knowledge will be applied through day-long guided eco-tours in the field. The course also involves comparing and contrasting Ontario's geography, analyzing opportunities and challenges in the tourism industry. Students will gain a deep understanding of ecotourism, enhancing their ability to develop sustainable tourism practices.

Natural Resources Law (NRT240) (2 credits)

This course provides an introduction to the legal framework governing the management, use, and conservation of natural resources. Students will review both federal, and provincial legislation that relates to the natural environment. Students will prepare for a working knowledge of natural resource legislation including how to navigate Acts and associated Regulations, how legislation affects resource management principles, the Canadian Charter of Rights and Freedoms, Indigenous Rights as they pertain to Natural Resources, and significant case law. Powers of officers will be highlighted in legislation with respect to search, seizure and arrest.

Natural Environment Business Management (NRT242) (2 credits)

The private sector plays an increasingly important role in the field of natural resources, providing

technicians with a host of potential career opportunities. In this course, students will explore the realm of natural resource business through class presentations, projects, guest speakers and group exercises. Projects that will be completed are a contract bid proposal, a small business plan, job description, job posting, cash flow forecast and payroll calculations. This course will help prepare graduates to start and operate a small natural resource business and to work with natural resource contracts. Emphasis will be placed on contract procurement, contracting and small business legislation and small business operational skills.

Bushcraft and Wilderness Survival (NRT263) (4 credits)

Bushcraft and Wilderness Survival is an intensive winter course that includes a 3-day survival trip where students are challenged to rely solely on natural resources. Participants will learn skills fire-making with natural materials, shelter building, and navigation without a compass. This hands-on experience is designed to teach essential survival techniques and foster a deep connection with the natural environment. Prepare to test your limits and enhance your wilderness survival skills in this rigorous and rewarding course.

Sustainable Resource Management (NRT235) (2 credits)

The concept of sustainability guides resource management around the world. In this Program Embedded General Education Course, students will discover the history of sustainable resource management and its similarities and differences from the concept of integrated resource management. With this starting point, weekly course topics will examine sustainability from the perspective of core contemporary issues: Climate change, biodiversity and extinction, pollution, and social justice. Material will examine current case studies in natural environment areas including old-growth forests, wetlands, protected areas, fish and wildlife management, mining and outdoor recreation. Classes will be delivered in the form of lectures, guest lectures, readings small group discussions, and debates. Ultimately, students will gain an understanding of the impact of economic and social forces on the integrity of ecosystems and explore how concepts and practices of sustainability influence their lives.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Climate Change Mitigation

Section B.173
2025-07-02

Ontario College Graduate Certificate (1 Years - 2 Semesters) (5250)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

In this one-year Ontario College Graduate Certificate program, students will develop a thorough understanding of the fundamentals of climate change and how it impacts the natural environment. Graduates will be able to conduct change analysis and risk assessment and will be able to apply mitigative and adaptive strategies to deal with climate change challenges.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of a 2-year diploma, advanced diploma or degree.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates are employed by federal, provincial and municipal governments, computer and office furniture manufacturers, educational institutions, research organizations, consulting firms, environmental and conservation organizations, or they may be self-employed. Examples of jobs in this field include:

- Environmental Monitor
- Climate Change Coordinator
- Community Energy specialist
- Environmental Specialist
- Policy Analyst
- Rainwater Management and Climate Adaptation Professional
- Sustainability Analyst

EDUCATIONAL PATHS

Graduates of Sault College diploma programs in the School of Natural Environment and Outdoor Studies may choose to advance into this one-year graduate certificate. Diploma offerings include Fish and Wildlife Conservation Technician, Forestry Conservation Technician, and Natural Environment Technician.

OTHER INFORMATION

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CCM101-3 Climate Sciences Foundations
CCM103-3 Water Resource Management
CCM104-3 Energy Audit and Climate Change
CCM105-2 Meteorology
CCM106-3 Introduction to GIS for Climate Change
CCM107-3 Climate Change and Human Health
ENV101-3 Environmental Policy and Legislation

SEMESTER 2

CCM201-3 Emergency Management and Risk Assessment
CCM202-3 Adaptation and Mitigation Strategies
CCM203-3 Applied GIS for Climate Change Analysis
CCM204-3 Climate Change Mitigation Capstone
ENV201-3 Carbon Management
ENV202-3 Environmental Sustainability Leadership

Course Descriptions

Semester 1

Climate Sciences Foundations (CCM101) (3 credits)

Students will develop an understanding of the multi-faceted challenges of climate, climate change and climate action. Foundational topics include the carbon cycle, greenhouse effect, mitigation, and adaptation toward developing an interdisciplinary knowledge base about climate change causes and impacts. Students will also explore an understanding of the role of natural landscapes in the carbon balance, climate and natural disturbance, carbon-based landscape management and natural responses to climate change (growth and species composition).

Water Resource Management (CCM103) (3 credits)

Rising temperatures, loss of snowpack, escalating size and frequency of flood events, and rising sea levels are impacts of climate change that have broad implications for the management of water resources. Students will develop an understanding of the fundamental hydrology and flood management in wetlands, streams and lakes.

Energy Audit and Climate Change (CCM104) (3 credits)

Students will develop an insight on the fundamentals of energy use, its history in Canada, and the need for increased conservation and a shift to renewable energy as strategies to adapt and mitigate climate change.

Meteorology (CCM105) (2 credits)

Forecasts rely on past weather patterns to predict the future, but climate change is making the past a less effective predictor of the future. Climate predictions now take a much longer-term view. Students will explore meteorology theory and the impact of climate change in detail.

Introduction to GIS for Climate Change (CCM106) (3 credits)

Throughout this course students will utilize ArcGIS Pro software as an analytical mapping tool for climate change data. Students will develop foundational skills in GIS data analysis and mapping while working with various types of real-world, climate-related data. Students will gain experience working with spatial information pertaining to climate change mitigation, impacts, and the potentially resulting consequences at various scales.

Climate Change and Human Health (CCM107) (3 credits)

Climate changes and disruptions have health effects that can include increased respiratory and cardiovascular disease, injuries and premature deaths related to extreme weather events, changes in the prevalence and geographical distribution of food- and water-borne illnesses and other infectious diseases, and threats to mental health. Students will explore the human health impacts due to climate change with an emphasis on adaptation and mitigation strategies.

Environmental Policy and Legislation (ENV101) (3 credits)

An examination of emerging environmental and climate policy at an international, national and regional level. Students will develop an understanding and discuss the environmental challenges and costs specific to mitigation and adaptation strategies.

Semester 2

Emergency Management and Risk Assessment (CCM201) (3 credits)

Students will gain the skills to assess potential risks and vulnerabilities on human and natural systems due to climate change and propose adaptive strategies to combat these threats. Students will use risk matrix tables to evaluate the severity and likelihood of occurrence.

Adaptation and Mitigation Strategies (CCM202) (3 credits)

Students will examine an integrated ecosystem management approach to climate change that thoroughly discusses mitigation and intervention versus adaptation strategies as a response to climate change.

Applied GIS for Climate Change Analysis (CCM203) (3 credits)

Building on the skills developed in CCM106 students will work with GIS software and other apps using real-world climate related data. Example exercises include working with CMIP and RCP climate prediction data, mapping temperature-vulnerable population locations using census information, and using various mediums in which to show their results.

Climate Change Mitigation Capstone (CCM204) (3 credits)

In this course, students will use accumulated knowledge to do a needs or gap assessment to identify a current climate change issue. Once identified, the topic will be researched thoroughly using the literature, focus groups, and consultation with subject matter experts. A thorough analysis of the issue will be required and the students will develop an in-depth plan to respond to the problem.

Carbon Management (ENV201) (3 credits)

Students will design and plan a basic inventory process, evaluate and apply quantification methods for the purpose of compiling a Greenhouse Gas inventory, and use basic math skills and knowledge to perform emissions calculations. A general knowledge of GHG accounting and reporting fundamentals will be developed.

Environmental Sustainability Leadership (ENV202) (3 credits)

Students will explore the connection between leadership and sustainability from a variety of disciplinary perspectives. Students will focus on reflective practice, professional conduct, and leadership skills for climate action leaders. Students will also consider a systems approach to conflict and change management. In this course students will consider how organizations and institutions can effectively integrate climate actions into their policies and practices. Using this information, students will create and present an Environmental Sustainability Plan to an organization as part of course work.

Environmental Sustainability Analysis

Section B.174
2025-07-02

Ontario College Graduate Certificate (1 Years - 2 Semesters) (5255)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

This one-year Ontario College Graduate Certificate program is designed to bridge the economic, environmental and social issues that influence communities. Students will develop expertise, skills and knowledge in sustainable community and business development by participating in theory and practice in the field with a focus on the current needs and trends of sustainable societies, communities and organizations.

This program introduces effective tools to bring collaboration, dialogue, environmental protection and resource stewardship to the social, ecological and economic implications of change in varying communities. Students will develop strategies influencing the elements of environmental health to address challenges faced in developing a sustainable society.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of a 2-year diploma, advanced diploma or degree.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates are employed by federal, provincial and municipal governments, computer and office furniture manufacturers, educational institutions, research organizations, consulting firms, environmental and conservation organizations, or they may be self-employed. Examples of jobs in this field include:

- Sustainability Specialist
- Sustainability Analyst
- Policy Analyst
- Sustainability Intern
- Sustainability Coordinator
- Environmental Consultant
- Field Technician

EDUCATIONAL PATHS

Graduates of Sault College diploma programs in the School of Natural Environment and Outdoor Studies may choose to advance into this one-year graduate certificate. Diploma offerings include Fish and Wildlife Conservation Technician, Forestry Conservation Technician, and Natural Environment Technician.

OTHER INFORMATION

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCG216-3 Corporate Responsibility
ENV101-3 Environmental Policy and Legislation
ESA101-3 Introduction to Sustainability
ESA104-3 Public Awareness and Communications
ESA105-3 Auditing, Site Assessment and Data Tools
ESA106-3 Indoor Environmental Air Quality

SEMESTER 2

ENV201-3 Carbon Management
ENV202-3 Environmental Sustainability Leadership
ESA202-3 Project Management for the Environment
ESA204-3 Renewable Energy and Development
ESA205-3 Waste Management
ESA206-3 Air and Water Quality
ESA207-3 Environmental Management Systems

Course Descriptions

Semester 1

Corporate Responsibility (BCG216) (3 credits)

In this course, students will learn about the role of corporations in society including their responsibility to contribute to positive environmental sustainability and social impact outcomes. Students will learn about corporate responsibility challenges facing businesses today, including climate change, social injustice, greenwashing, and resource use. Students will also learn how organizations are successfully rising to meet these challenges and enhancing both their economic and environmental performance through community initiatives, stakeholder engagement, global partnerships, and ESG reporting. Students will define good ESG performance, examine ethical issues in business as it relates to environmental and social topics, and will look at mechanisms such as legislation and social activism that aim to hold corporations accountable.

Environmental Policy and Legislation (ENV101) (3 credits)

An examination of emerging environmental and climate policy at an international, national and regional

level. Students will develop an understanding and discuss the environmental challenges and costs specific to mitigation and adaptation strategies.

Introduction to Sustainability (ESA101) (3 credits)

Students will be introduced to the concepts of sustainability, and discuss the challenges and opportunities that influence movement toward sustainability.

Public Awareness and Communications (ESA104) (3 credits)

This environmental communications course supports students in developing and applying effective written and oral communication skills to share the values of sustainability with a diverse range of audiences. Lectures will examine examples of public engagement in forestry, energy, mining and other natural resources sectors in Ontario and Canada, in the process revealing critical insights into how existing procedures reflect the goals of sustainability and increasingly diverse audiences. Student will consider case studies in media relations, analyzing overall impacts and exposing broader messages of campaigns. Discussion-based workshops will provide students with real-world examples of supporting cultural diversity and developing meaningful strategies for effective indigenous and community consultation. Written reflection assignments will encourage students to practice and refine their own communication skills.

Auditing, Site Assessment and Data Tools (ESA105) (3 credits)

Students will learn to use varying data tools in the preparation of technical reports, including documentation of audits and field investigative procedures, data management and interpretation, and development of graphical and tabular presentation of data. Students will learn to create technical reports based on data collected and interpreted from an environmental audit and site assessment. Students will learn to apply environmental legislation, critical thinking and data interpretation in forming conclusions and recommendations for further investigations and/or remediation.

Indoor Environmental Air Quality (ESA106) (3 credits)

This course provides students a practical approach to indoor air quality and its importance to occupant health and safety. Students will analyze and apply industry standards to real designs to determine what air circulation, temperature and humidity rates are required. Students will also learn how to maintain occupant comfort while balancing air quality and energy efficiency to create sustainable design solutions.

Semester 2

Carbon Management (ENV201) (3 credits)

Students will design and plan a basic inventory process, evaluate and apply quantification methods for the purpose of compiling a Greenhouse Gas inventory, and use basic math skills and knowledge to perform emissions calculations. A general knowledge of GHG accounting and reporting fundamentals will be developed.

Environmental Sustainability Leadership (ENV202) (3 credits)

Students will explore the connection between leadership and sustainability from a variety of disciplinary perspectives. Students will focus on reflective practice, professional conduct, and leadership skills for climate action leaders. Students will also consider a systems approach to conflict and change management. In this course students will consider how organizations and institutions can effectively integrate climate actions into their policies and practices. Using this information, students will create and present an Environmental Sustainability Plan to an organization as part of course work.

Project Management for the Environment (ESA202) (3 credits)

This course will introduce students to project management principles, including project life cycle, scope, schedule and cost. By combining theory with application, students will learn when, where, and how to use the most effective project management resources for each project.

Renewable Energy and Development (ESA204) (3 credits)

Renewable Energy Development provides background on the utilization of natural resources for Energy. Fundamental energy principles, history, and current trends are the foundations of the course. This transitions to a study of the effects human lifestyles have on energy demand and how this relates to global sustainability.

Merits of various renewable energy power sources will be considered along with the drawbacks, to provide an overall view. Students will consider appropriate legislation while assessing site specific criteria for energy development. Relevant software including the application of NRCan RETscreen will assist to identify potential site locations for future renewable energy projects. Public consultation, natural heritage assessments, and post construction monitoring will be key themes.

Waste Management (ESA205) (3 credits)

Students will explore, discuss and develop an understanding of the role of pollution prevention, life cycle assessment, recycling, landfilling and other waste management alternatives.

Air and Water Quality (ESA206) (3 credits)

This course provides students with the opportunity to understand and analyze the principles of air and water quality assessment to ensure regulatory compliance. From the Canadian perspective, the role of government and non-governmental organizations in air and water quality monitoring and management will be discussed. Students will participate in the latest methods of air quality monitoring and analyze results. Water quality monitoring will be conducted in freshwater resources. Students will prepare Standard Technical Reports for indicator assessed, and will present their data, analysis and conclusions to a public audience.

Environmental Management Systems (ESA207) (3 credits)

This course introduces students to the concept of environmental management systems and their role in reducing environmental impacts in business operations. This course provides an overview of EMS models including the ISO 14001 standard, and how companies adopt and implement EMS. Additionally, students will learn about the auditing process as a management tool for environmental performance via EMS auditing standards such as ISO 19011.

Fish and Wildlife Conservation Technician

Section B.175
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5214)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Protecting our natural environment is important to you. We get that – trust us.

With our campus nestled in Ontario between the largest freshwater lakes in the world, being fed by pristine rivers and wrapped by undisturbed forests, the conservation and sustainable management of our diverse ecosystem is a big deal.

Welcome to your new classroom. It's breathtaking.

The two-year Fish and Wildlife Conservation Technician program is not only about identifying important fish and wildlife management issues affecting diverse ecosystems but developing solutions that will make a lasting impact on our environment.

Gain specialized skills in resource management techniques and gain a deep understanding of our changing environment through field and lab surveys.

Plus, through our partnership with the regional conservation authority, we've expanded our outdoor classroom adding more diverse lands to research and apply real-world natural resource management techniques.

Get outside. Make a difference. The real you was meant for the Fish and Wildlife Conservation Technician program.

PROGRAM OUTCOMES

A graduate of the Sault College Fish and Wildlife Conservation Technician Program will reliably demonstrate the ability to:

1. Demonstrate clear, concise and industry appropriate written, spoken and visual communication skills.
2. Identify, discuss, organize and assess common flora and fauna species found throughout Ontario, including biological characteristics.
3. Demonstrate the ability to follow standardized protocols to collect field data on fish and wildlife populations in a variety of weather and site conditions.
4. Demonstrate the correct use of standard laboratory equipment and skills required to carry out experiments and study various organisms.
5. Start and manage their careers in the Fish and Wildlife Conservation field.
6. Understand the importance of managing fish and wildlife resources in Ontario and related federal, provincial and municipal legislation.
7. Recognize the contributions and applications of various science disciplines in the understanding of

natural environments.

8. Demonstrate an understanding of sustainable development and apply these principles to the natural environment.

9. Safely operate and maintain equipment used in Fish and Wildlife Conservation.

10. Evaluate and apply current technologies and mathematical concepts used to collect, manage and analyze data.

11. Analyze, evaluate and apply subjective and objective safety considerations.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

Graduates of the Fish and Wildlife Conservation Technician program may find employment as fisheries or wildlife technicians, conservation officers, hatchery workers, area technicians, resource technicians, research technicians, or laboratory technicians with organizations such as the Ontario Ministry of Natural Resources and Forestry, conservation authorities, regional municipalities, and natural resource consultants.

A majority of technician graduates find seasonal employment immediately. You may need to develop experience to secure a permanent, full-time position. Graduates of this program may opt to continue their studies in an Honours BSc degree program through transfer agreements with certain Canadian and Michigan universities.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,975.80	\$1,664.00	\$15,757.30	\$2,314.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWF100) in order to graduate. To prioritize preparing graduates for employment in the natural environment field, a career management course is taken in each semester of the program.

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ENV111-1 Introduction to Green Careers
MTH165-3 Numeracy and Quantitative Reasoning
NRT101-3 Trees and Shrubs I
NRT110-3 Introduction to Fish and Wildlife
NRT123-3 Outdoor Navigation
NRT131-2 Fall Field Camp - First Year
NRT141-3 Science and Nature
GEN100-3 Global Citizenship

SEMESTER 2

CMM210-3 Technical Communication
CWF100-3 Co-op Work Placement I
Note: CWF100-3 is mandatory and takes place in the summer.
ENV211-1 Work-Ready Skills
NET107-3 Outdoor Equipment Certifications
NET108-4 Geographic Information Systems
NRT109-3 Ecology
NRT133-3 Trees and Shrubs II
NRT135-3 Ornithology

SEMESTER 3

ENV311-1 Networking and Career Search
NET200-3 Aquatic Ecosystem Surveys
NET201-2 Second Year Fall Field Camp
NET210-3 Wetland Conservation
NRT205-4 Wildlife Biology and Management
NRT223-3 Resource Sampling
NRT228-3 Ichthyology
NRT256-3 Ecosystem Classification
NRT262-3 Advanced GIS

SEMESTER 4

ENV411-1 Career Readiness
NET252-3 Forest Practices and the Environment
NRT240-2 Natural Resources Law
NRT242-2 Natural Environment Business Management
NRT253-3 Fish Culture and Management
NRT255-4 Wildlife Survey Techniques
NRT235-2 Sustainable Resource Management

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Green Careers (ENV111) (1 credits)

In this introductory course, participants gain insight into career options in the Natural Environment field. Broadening their understanding of what constitutes a 'Green Career,' students will research the job specifications for their dream job, to have a clear understanding of the expectations. Students will prepare a skills-based resume and an effective cover letter to be prepared well in advance for employment possibilities. Job search techniques will also be discussed in preparation for a co-op position. Students will develop a list of places they would be interested in working and start the application process. Opportunities, expectations, and deadlines for co-op are clearly presented, so there is a sound understanding of the path ahead.

Numeracy and Quantitative Reasoning (MTH165) (3 credits)

This course focuses on developing the students number sense and problem solving abilities using a variety of tools and strategies that include computer technology. Skills required to perform mental calculations and communicate mathematical concepts and processes will be emphasized and assessed. By the end of the course, the student will be able to interpret mathematical models, represent quantitative information in a variety of ways and use different mathematical and statistical methods to solve problems. Topics include number sense, geometry, measurement, trigonometry, percent and descriptive statistics.

Trees and Shrubs I (NRT101) (3 credits)

In field and laboratory, students will practice in the identification, nomenclature and ecology of trees and shrubs native to Ontario, some introduced species and few major coniferous species native to Western Canada. Predominately delivered outdoors in the field in all weather conditions.

Introduction to Fish and Wildlife (NRT110) (3 credits)

This practical course will introduce the student to collection techniques for terrestrial and aquatic invertebrate specimens, including preparation, mounting and display. Field data will be recorded, analyzed and summarized in report format. Field identification features of common Ontario birds, mammals, fish, reptiles and amphibians will be introduced. Procedures in assessing fish and wildlife populations, relative abundance and diversity of animal populations will be explored. In addition, fish and wildlife employment opportunities will be discussed.

Outdoor Navigation (NRT123) (3 credits)

Students will gain skills in orienteering and navigating in forested areas using a magnetic hand compass, topographic maps (OBM, NTS), OMNR standard aerial photographs and global positioning systems (GPS). Students will use a navigational protractor, metric scale, and digital planimeter in the planning and presentation of field exercises. Pacing and distance measurement devices (50 m rope, 30 m tape,

Hip-Chain) will be used to measure distances in a team environment. Calculations of distance, area and pacing factors will be covered.

Fall Field Camp - First Year (NRT131) (2 credits)

Fall Field School introduces a variety of field skills essentials to Technicians in the Natural Environment. Students will work together learning the fundamentals of safety, and teamwork essentials to succeed in the Natural Environment. Students will participate in 10 different sessions: navigation, forest measurements, wildfire equipment, stream assessment, dendrology, entomology, canoeing, traditional ecological knowledge, field technology, and safety.

Science and Nature (NRT141) (3 credits)

This course examines six topics of science that provide a fundamental understanding of the relationship of scientific research, biology and chemistry to natural resource management. Topics include Science and the Scientific Method, The Hierarchy of Matter, The Species in an Evolutionary Context, Use of the Periodic Table, The Cell as the Fundamental Unit of Life and Chemical Interactions in the Environment.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Co-op Work Placement I (CWF100) (3 credits)

Students will acquire work in the natural resources field based on their program areas and future career ambitions. Students will apply for a summer experience using federal and provincial websites, their personal networks, and varying other avenues, such as faculty contacts and college posting boards. Particular emphasis will be placed on the importance of interpersonal, teamwork, technical, and leadership skills as they meet the daily challenges of a dynamic workplace environment.

Work-Ready Skills (ENV211) (1 credits)

Building on knowledge from 'Introduction to Green Careers', students will continue to find their niche in the Natural Environment. By revisiting their skills-based resume and cover letter, students will learn to recognize the dynamic nature of these documents and begin updates. Students will learn about and practice interview skills, preparing for in-person, online and phone interviews. Strategies including an 'elevator pitch', and mock interviews, help to build confidence and communication. Students will learn the value of networking, and begin to build their network profile through Linked-In. The co-op job search will continue by learning the importance of following up with contacts, continually searching, and staying resilient.

Outdoor Equipment Certifications (NET107) (3 credits)

Students will be trained through lectures and/or hands-on experience in the safe operation, care and maintenance of, ATV's, chainsaws, clearing saws, motor boats, snowmobiles and power tools. They will have the potential to earn safe operating certificates if they are successful with both the hands-on and the theory portion. To be eligible to receive a safety certificate, students must attend all theory and field portions of the course.

Geographic Information Systems (NET108) (4 credits)

This course uses ArcGIS Pro software to build introductory GIS skills focusing on natural environment data and scenarios. Topics include: mobile data capture, creating and managing geodatabases, performing spatial and tabular analysis, advanced queries, data manipulation, raster processing and vector editing.

Ecology (NRT109) (3 credits)

This is an introductory course to provide students with an understanding of ecology as it relates to people who work with renewable resources. The course covers a wide range of topics that examine the interactions between plants and animals and their physical environment. A combination of lectures, labs and field surveys provide insight into the structure and function of ecosystems in general; but emphasize forest and freshwater aquatic ecosystems in Canada.

Trees and Shrubs II (NRT133) (3 credits)

Students will learn how to identify plants located in and around the upper Great Lakes region including native deciduous trees and shrubs, native herbaceous and dwarf woody plants, and woody and herbaceous plants considered invasive. Focus will be on gaining skills enabling the identification of trees and shrubs in leaf-off conditions using twig, bark, silhouette, reproductive structures and other unique identifying features, and identification of herbaceous and dwarf woody plants using foliage and floral characteristics. The silvics of the tree species will be studied to complement their identification. Predominately delivered outdoors in the field in all weather conditions.

Ornithology (NRT135) (3 credits)

This course will explore the biological and ecological life requirements of important groups of birds of Canada. Topics will include avian anatomy and physiology, bird habits and behaviour, field identification of raptors, shore birds, game birds, and non-game species such as passerines by sight and/or sound.

Semester 3

Networking and Career Search (ENV311) (1 credits)

After a successful co-op or capstone term, students will reflect on their summer experience. A technical report or essay will demonstrate application of learning, and thank-you letters to employers will keep communication alive. Students will also submit an employer evaluation, and profile as part of the reflection process. With a broadening network and hard skill set, students will continue to hone soft skills for the workplace. A focus on interpersonal communication, adaptability, emotional intelligence, creativity, and a willingness to learn are hallmarks of valuable employees, and key topics of the course.

Aquatic Ecosystem Surveys (NET200) (3 credits)

This is a field course designed to provide students with practical, hands-on instruction to assess the physical, chemical and biological parameters of stream ecosystems. Surveys conducted will follow provincial protocols such as the Ontario Benthos Biomonitoring Network (OBBN) and the Ontario Stream Assessment Protocol (OSAP) to assess ecosystem condition. Various Ontario index netting programs will be discussed as methods of providing an unbiased index of abundance as well as collecting biological information on important fish species. The latter portion of the course will focus on discussing the various methods for assessing lake ecosystems.

Second Year Fall Field Camp (NET201) (2 credits)

This field camp provides a hands-on, practical experience specific to environmental studies. Emphasis will be placed on field techniques and surveys to evaluate fish populations and assess their habitats (e.g. Ontario Aquatic Habitat (Lake) Inventory Survey, Ontario Stream Assessment Protocol). Students will demonstrate the proper use of field instruments, traps and nets. Students will identify vegetation types across a range of wetland types using the current Ontario Wetland Evaluation System. Small mammal live-trapping surveys will be conducted and basic radio-tracking skills will be developed using blind tests with VHF radio-collars. Students will also get experience setting camera traps and song meters and using active acoustic monitoring devices.

Wetland Conservation (NET210) (3 credits)

This course provides the biological background for conservation management of wetland habitats, emphasizing aquatic community component identification, biology and structure. Students will learn how to identify and differentiate wetland types using the Ontario Wetland Evaluation System with an emphasis on vegetation forms and vegetation communities. A range of wildlife that rely on or interact with wetlands at any particular life stage will be identified and survey protocols associated with wetland wildlife will be reviewed through scenarios (e.g., Marsh Monitoring Protocols).

Wildlife Biology and Management (NRT205) (4 credits)

This course will introduce students to mammal identification, biology, habitat and population ecology concepts, species at risk, and wildlife management principles. Lab components include mammal anatomy, physiology, wildlife parasites and diseases and wildlife identification using tracks and signs.

Resource Sampling (NRT223) (3 credits)

This course is designed to provide students with an understanding of the fundamental principles of sampling and survey design and applied knowledge of elementary statistics. The research process will be reinforced as students demonstrate proficiency in the collection, management, analysis and interpretation of field data and communication of results.

Ichthyology (NRT228) (3 credits)

This course concentrates on fundamental aspects of anatomy, physiology, ecology and natural history of fishes of the Great Lakes Region. Lab sessions will develop skills in the identification and classification of freshwater fishes.

Ecosystem Classification (NRT256) (3 credits)

This course is a survey of natural wetland and forest ecosystems and associated plant communities found in central Ontario. A range of vascular and non-vascular wetland and terrestrial plants and lichens will be

identified with a focus on indicator species. Identification of these organisms combined with hands-on experience in describing soils in the field will be used to classify a range of local ecosystems using current Ontario Ecological Land Classification tools at the Ecosite and Vegetation-Type level.

Advanced GIS (NRT262) (3 credits)

This course builds upon the skills gained in NET108 (Geographic Information Systems). Geospatial topics such as satellite image acquisition and analysis, LIDAR data processing, and the raster data model will be explored. Throughout the course students will also perform change over time analyses and collection/utilization of data collected in the field.

Semester 4

Career Readiness (ENV411) (1 credits)

This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.

Forest Practices and the Environment (NET252) (3 credits)

Students will be able to explain and analyze the forest management processes in Ontario, including planning, access, harvest, maintenance, and renewal, with a focus on environmental considerations to mitigate damage to ecosystem function.

Natural Resources Law (NRT240) (2 credits)

This course provides an introduction to the legal framework governing the management, use, and conservation of natural resources. Students will review both federal, and provincial legislation that relates to the natural environment. Students will prepare for a working knowledge of natural resource legislation including how to navigate Acts and associated Regulations, how legislation affects resource management principles, the Canadian Charter of Rights and Freedoms, Indigenous Rights as they pertain to Natural Resources, and significant case law. Powers of officers will be highlighted in legislation with respect to search, seizure and arrest.

Natural Environment Business Management (NRT242) (2 credits)

The private sector plays an increasingly important role in the field of natural resources, providing technicians with a host of potential career opportunities. In this course, students will explore the realm of natural resource business through class presentations, projects, guest speakers and group exercises. Projects that will be completed are a contract bid proposal, a small business plan, job description, job posting, cash flow forecast and payroll calculations. This course will help prepare graduates to start and operate a small natural resource business and to work with natural resource contracts. Emphasis will be placed on contract procurement, contracting and small business legislation and small business operational skills.

Fish Culture and Management (NRT253) (3 credits)

This course concentrates on management strategies for the conservation and sustainability of Ontario's

fishery resources. Emphasis will be placed on management tools such as harvest control, habitat conservation, restoration and development as well as fish stocking. In addition, hatchery requirements and operations for the culture of cold-water fish such as trout and salmon will be featured. There will be onsite visits to area hatcheries.

Wildlife Survey Techniques (NRT255) (4 credits)

This course builds on the student's understanding of the fundamental principles of sampling and survey design in the context of wildlife surveys. Students will gain experience using a variety of methods to survey wildlife populations with an emphasis not only on data collection but also on the analysis, interpretation, and communication of results.

Sustainable Resource Management (NRT235) (2 credits)

The concept of sustainability guides resource management around the world. In this Program Embedded General Education Course, students will discover the history of sustainable resource management and its similarities and differences from the concept of integrated resource management. With this starting point, weekly course topics will examine sustainability from the perspective of core contemporary issues: Climate change, biodiversity and extinction, pollution, and social justice. Material will examine current case studies in natural environment areas including old-growth forests, wetlands, protected areas, fish and wildlife management, mining and outdoor recreation. Classes will be delivered in the form of lectures, guest lectures, readings small group discussions, and debates. Ultimately, students will gain an understanding of the impact of economic and social forces on the integrity of ecosystems and explore how concepts and practices of sustainability influence their lives.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Forestry Technician - Conservation

Section B.176
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5230)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Shape the future of our forests in the Forestry Technician – Conservation diploma program, where you will sustainably manage, conserve, and thrive.

This two-year diploma program is designed with a hands-on, field-oriented approach to learning essential skills to prepare you for a successful career. Learn to blend theoretical knowledge with practical skills in forestry, environmental science, and natural resource management.

Explore topics like forest ecology, silviculture, GIS mapping, wildlife habitat management, and sustainable harvesting techniques. You'll love learning in some of the best outdoor spaces, surrounded by endless lakes, streams, and forests, nestled between Lake Superior and Lake Huron.

Gain hands-on experience collecting ecological data, identifying unique ecosystem components, and learning about insects and other organisms that threaten our forests and how to safely manage them. You will also use the latest GPS technology and equipment to navigate the best outdoor classrooms in the heart of the Great Lakes.

The program emphasizes the importance of balancing environmental health with economic interests, preparing you for diverse roles in forestry – from government agencies to private industry and beyond. With institutions like the Great Lakes Forestry Centre, Forest Pest Management Institute, Ontario Forest Research Institute, and Aviation, Forest Fire, and Emergency Services just minutes from campus, you will have unique opportunities to learn, connect, and advance your career.

Test your knowledge and skills with Field Camp and field trips, collaborate in shared workspaces, and kickstart your natural resource career with a co-op placement after second semester.

Make an impact by maintaining biodiversity and ensuring our forest ecosystems remain healthy and productive. Graduates of the program not only secure rewarding employment but also find a sense of purpose working outdoors while contributing to sustainable resource management.

Shape the future of our forests today by choosing the path to an in-demand and fulfilling career enhancing our natural environment.

PROGRAM OUTCOMES

A graduate of the Forestry Technician - Conservation Program at Sault College will reliably demonstrate the ability to:

1. conduct forest inventory surveys and field measurements to determine forest resources and values* in forests and woodlots.
2. assess soil characteristics, vegetation and wildlife habitats to identify their interactions within forest ecosystems.
3. perform technical functions in silvicultural* operations and assist in the monitoring and evaluation of the effectiveness of silvicultural* practices.
4. collect, analyze, interpret, and display spatial data using mapping technology and Geographical Information Systems (GIS) to contribute to forest resource management.

5. contribute to sustainable forest management plans, including conservation and rehabilitation measures, taking into consideration the perspectives of a variety of stakeholders and the requirements of relevant legislation and regulations.
6. identify and analyze forest diseases, pests, invasive species and other disturbance* events and implement mitigation strategies to maintain and improve forest ecosystems.
7. select, operate, troubleshoot and maintain tools and equipment in a variety of environmental conditions and in accordance with safety and operating standards.
8. work independently and in a collaborative environment while applying effective teamwork, leadership and interpersonal skills.
9. communicate technical information to a variety of stakeholders in oral, written, visual and electronic forms.
10. develop strategies for ongoing professional development to enhance work performance in the forestry sector.

Reference:

Ministry of Training, Colleges and Universities, Forestry Technician Program Standards, MTCU 54203, June 2015

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

According to every recent employer poll, forestry in Canada is about to face an employment crisis with an insufficient number of trained forestry professionals and workers available as current employees retire. Sault College Forestry Technician - Conservation graduates are sought after by a wide variety of employers hoping to fill the following job types: resource and lands technicians, firefighting technicians, federal and provincial research technicians, photo interpretation analysts, inventory field workers and supervisors, greenhouse supervisors, insect and disease rangers, forest industry scalers, foremen and harvesting supervisors. Our graduates may find work in the forestry sector soon after graduation. A reality of today's world though is that work will generally be available to new graduates on a contract basis for a few years until your work abilities are demonstrated. The willingness to move throughout Ontario or Canada is a definite asset when looking for a job.

Graduate transfers to BScF degree programs are available at Lakehead University and Michigan Technological University. For more information, and to explore entrance requirements please contact Lakehead University and Michigan Technological University..

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,975.80	\$1,843.00	\$15,757.30	\$2,493.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Sault College has been named an official SP100 Forest Firefighter Certification training agency. The Forest Firefighter Certification will be delivered to all Forestry Technician - Conservation students in their program.

This 40-hour course is intensely focused on safety and will prepare students to assume the role of an entry-level forest fire crew member. Students will be trained to MNRF standards in the maintenance and operation of equipment such as the power pump, and in proper use of suppression hand tools, communications and camping equipment. Students will also learn basic fire behaviours and fire terminology.

Interested students can obtain the certification by enrolling in the Forestry Technician - Conservation program at Sault College. The SP100 certificate is embedded in the forest fire management course, which is offered in the first semester of the program.

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWF100) in order to graduate. To prioritize preparing graduates for employment in the natural environment field, a career management course is taken in each semester of the program.

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ENV111-1 Introduction to Green Careers
MTH165-3 Numeracy and Quantitative Reasoning
NRT101-3 Trees and Shrubs I
NRT123-3 Outdoor Navigation
NRT131-2 Fall Field Camp - First Year
NRT140-3 Forest Plant Biology
NRT147-3 Forest Measurements
NRT151-3 SP100 Forest Fire Fighter Certification

SEMESTER 2

CMM210-3 Technical Communication
CWF100-3 Co-op Work Placement I
Note: CWF100-3 is mandatory and takes place in the summer.
ENV211-1 Work-Ready Skills
NET107-3 Outdoor Equipment Certifications
NET108-4 Geographic Information Systems
NRT109-3 Ecology
NRT133-3 Trees and Shrubs II
NRT144-2 Wildlife Management
NRT146-3 Silviculture I

SEMESTER 3

ENV311-1 Networking and Career Search
NRT203-3 Tree Marking
NRT239-3 Silviculture II
NRT240-2 Natural Resources Law
NRT243-4 Forest Health
NRT252-2 Fall Camp - Forestry - Second Year
NRT256-3 Ecosystem Classification
NRT257-3 Introduction to Soil Science
GEN100-3 Global Citizenship

SEMESTER 4

ENV411-1 Career Readiness
NRT242-2 Natural Environment Business Management
NRT244-3 Urban Forestry
NRT245-3 Forest Harvesting and Products
NRT248-4 Forest Management and Planning
NRT261-3 Forest Inventory
NRT262-3 Advanced GIS
NRT235-2 Sustainable Resource Management

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

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Fall Field School introduces a variety of field skills essentials to Technicians in the Natural Environment. Students will work together learning the fundamentals of safety, and teamwork essentials to succeed in the Natural Environment. Students will participate in 10 different sessions: navigation, forest measurements, wildfire equipment, stream assessment, dendrology, entomology, canoeing, traditional ecological knowledge, field technology, and safety.

Forest Plant Biology (NRT140) (3 credits)

This course provides the student with a practical understanding of the classification, structure and functioning of plants in general with special consideration for woody plants. The concepts presented in this course will have direct application in a number of courses in the Forestry Technician Program.

Forest Measurements (NRT147) (3 credits)

Forest measurement data support inventory and management planning decisions. In this course, field visits to varying forested ecosites on and off campus are conducted where students gain practical experience in the use of industry specific forest mensuration tools. Emphasis is placed on safe, consistent, and accurate data collection methods. Tree and plot tallies will be recorded in hardcopy and digital formats. Basic forest industry concepts and terminology are introduced and studied. Students will have guided access to sites that include a wide variety of tree species in both the Boreal Forest, and Great Lakes St. Lawrence Forest.

SP100 Forest Fire Fighter Certification (NRT151) (3 credits)

This course will follow the Ontario Ministry of Natural Resources and Forestry (OMNR&F) SP-100 Firefighter training. Students will gain theoretical and practical knowledge of basic forest fire suppression techniques and methods used in Ontario today.

Students will gain hands on experience with forest fire suppression equipment and ensure it is retrieved to OMNR&F standards. In addition, the student will demonstrate proficiency in the operation of power pumps, power pump troubleshooting, hose lays, application of water, hand tool line construction, helicopter slinging, safety, teamwork, preparedness, camping, cooking, heating, lighting using propane devices in a practical environment.

Students who attain a mark of 70% or better on the written exam in this course and achieve 100% attendance at the field exercises will be eligible for certification provincially and nationally.

Semester 2

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

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Wildlife Management (NRT144) (2 credits)

Using current Ontario forest management guides and scientific literature as direction, this course will explore the impacts of forest management on wildlife and their habitat. An emphasis will be placed on the identification of bird groups and selected species and their habitat requirements (e.g., cavity, colonial and stick nesting birds, fur-bearing mammals, game mammals).

Silviculture I (NRT146) (3 credits)

This course is the first of two Forestry courses (Silviculture I and Silviculture II) which together explain how reforestation in Ontario is carried out to manage both Boreal and Great Lakes - St. Lawrence forest region tree species. As an introduction to Ontario reforestation methods, policies which affect silviculture and silviculture planning will be described. The silvics of important forest trees will be presented as they affect the regeneration of these species. Harvesting methods as they affect regeneration, preparing sites for artificial or natural regeneration and carrying out direct seeding operations will be discussed. Emphasis will be placed on the ecosystem approach to silviculture and low impact natural forest regeneration systems complement the complete range of silviculture activities.

Semester 3

Networking and Career Search (ENV311) (1 credits)

After a successful co-op or capstone term, students will reflect on their summer experience. A technical report or essay will demonstrate application of learning, and thank-you letters to employers will keep communication alive. Students will also submit an employer evaluation, and profile as part of the reflection process. With a broadening network and hard skill set, students will continue to hone soft skills for the workplace. A focus on interpersonal communication, adaptability, emotional intelligence, creativity, and a willingness to learn are hallmarks of valuable employees, and key topics of the course.

Tree Marking (NRT203) (3 credits)

Tree Marking is designed to introduce students to the basic concepts of tree marking in the partial harvest system. It will prepare students to meet provincial standards for operational tree marking in Ontario in both hardwood and pine. Students taking this course may be eligible for provincial tree marking certification through a co-operative arrangement with the Ontario Ministry of Natural Resources and

Forestry. The provincial tree marking certification course is not a part of this course and must be completed separately by interested students on their own and at their own expense. The School of Natural Environment department may assist in providing opportunities for students to become certified.

Silviculture II (NRT239) (3 credits)

Tree Marking is designed to introduce students to basic concepts of tree marking in the partial harvest system. It will prepare students to meet provincial standards for operational tree marking in Ontario in both hardwood and pine. Students taking this course may be eligible for provincial tree marking certification through a cooperative arrangement with the Ontario Ministry of Natural Resources and Forestry. The provincial tree marking certification course is not a part of this course and must be completed separately by interested students on their own and at their own expense. The School of Natural Environment department may assist in providing opportunities for students to become certified.

Natural Resources Law (NRT240) (2 credits)

This course provides an introduction to the legal framework governing the management, use, and conservation of natural resources. Students will review both federal, and provincial legislation that relates to the natural environment. Students will prepare for a working knowledge of natural resource legislation including how to navigate Acts and associated Regulations, how legislation affects resource management principles, the Canadian Charter of Rights and Freedoms, Indigenous Rights as they pertain to Natural Resources, and significant case law. Powers of officers will be highlighted in legislation with respect to search, seizure and arrest.

Forest Health (NRT243) (4 credits)

This course introduces the student to the disciplines of pathology and entomology through an examination of a variety of biotic and abiotic factors that impact on the health of forest environments. Particular emphasis is placed on the identification, biology and ecology of insects and fungi that are associated with tree species. Abiotic stresses related to temperature, precipitation, soil conditions, etc. are examined in terms of their effect on physiological processes and the recognition of manifested symptoms.

Fall Camp - Forestry - Second Year (NRT252) (2 credits)

This intensive 4-day camp is designed for second-year students in the Forest Technician program. The camp provides a hands-on learning experience, allowing students to apply their classroom knowledge in a real-world setting. Throughout the camp, students will visit a variety of forest ecosystems and management sites, gaining practical skills essential for their future careers. By the end of this field camp, students will have developed a robust set of practical forestry skills, gained valuable field experience, and be better prepared for advanced courses and professional opportunities in the field of forestry.

Ecosystem Classification (NRT256) (3 credits)

This course is a survey of natural wetland and forest ecosystems and associated plant communities found in central Ontario. A range of vascular and non-vascular wetland and terrestrial plants and lichens will be identified with a focus on indicator species. Identification of these organisms combined with hands-on experience in describing soils in the field will be used to classify a range of local ecosystems using current Ontario Ecological Land Classification tools at the Ecosite and Vegetation-Type level.

Introduction to Soil Science (NRT257) (3 credits)

This forest soils course highlights the relationships between landforms, geology, soils and forest ecosystems. The course covers landform origin, description and identification, soil profile development and soil classification and the fundamentals of the physical and chemical properties of forest soils. Students

complete a major project comparing and contrasting the biophysical elements of two different eco-sites.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Career Readiness (ENV411) (1 credits)

This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.

Natural Environment Business Management (NRT242) (2 credits)

The private sector plays an increasingly important role in the field of natural resources, providing technicians with a host of potential career opportunities. In this course, students will explore the realm of natural resource business through class presentations, projects, guest speakers and group exercises. Projects that will be completed are a contract bid proposal, a small business plan, job description, job posting, cash flow forecast and payroll calculations. This course will help prepare graduates to start and operate a small natural resource business and to work with natural resource contracts. Emphasis will be placed on contract procurement, contracting and small business legislation and small business operational skills.

Urban Forestry (NRT244) (3 credits)

The focus of this course is on the care, health and protection of municipal trees, forests and green spaces. Students will be versed in arboriculture practices and techniques, tree inventories and appraisals and as well have an understanding of the planning, policies, programs, by-laws and public education required to maintain urban trees.

Forest Harvesting and Products (NRT245) (3 credits)

Forest Harvesting and Products will provide students with the knowledge and skills needed for the planning and layout of forest operations. This includes layout of operations, including harvesting, forest access roads, bridges and culverts and the transportation of products for processing. Emphasis will be given to the identification, description and operational constraints of a very wide range of timber harvesting equipment. Students will use maps, aerial imagery and inventory data to plan harvesting operations in a variety of forest types. Current operational considerations and procedures applicable to timber harvesting will also be covered. Students will tour a variety of forest harvesting operations and industry processing plants and discuss the relationships between timber harvesting and the processing into a variety of products. The historical evolution of the timber industry and the impacts of past timber management practices on the forests and forest industry in Ontario.

Forest Management and Planning (NRT248) (4 credits)

Students will learn about the forest management and planning process in Ontario including principles of sustainable forest management and how Ontario's forest policy provides for sustainability of resource use. Students will participate in practical field exercises, analyze a wide range of resource management issues, develop their own plan for a private woodlot. This course emphasizes the importance of policy, understanding how a forest technician contributes to the forest management planning process, and incorporates GIS applications.

Forest Inventory (NRT261) (3 credits)

Management decisions rely on consistent and accurate data collection. Building on skills obtained in the Forest Measurements course, parameters including density, stocking, site index, site class, and volume will be studied using data collected locally. Sampling strategies, intensities, and the application of formulas to support inventory estimates are explored in-depth. Growth, productivity and stand dynamics are studied in the field using local examples in varying development stages. Students will use GIS software to explore area-based FRI data and LiDAR-based inventory products, focusing on species composition, height, density, and age. Satellite and aerial imagery will be used to identify and compare areas where disturbance and renewal has occurred, with a focus on feature recognition.

Advanced GIS (NRT262) (3 credits)

This course builds upon the skills gained in NET108 (Geographic Information Systems). Geospatial topics such as satellite image acquisition and analysis, LiDAR data processing, and the raster data model will be explored. Throughout the course students will also perform change over time analyses and collection/utilization of data collected in the field.

Sustainable Resource Management (NRT235) (2 credits)

The concept of sustainability guides resource management around the world. In this Program Embedded General Education Course, students will discover the history of sustainable resource management and its similarities and differences from the concept of integrated resource management. With this starting point, weekly course topics will examine sustainability from the perspective of core contemporary issues: Climate change, biodiversity and extinction, pollution, and social justice. Material will examine current case studies in natural environment areas including old-growth forests, wetlands, protected areas, fish and wildlife management, mining and outdoor recreation. Classes will be delivered in the form of lectures, guest lectures, readings small group discussions, and debates. Ultimately, students will gain an understanding of the impact of economic and social forces on the integrity of ecosystems and explore how concepts and practices of sustainability influence their lives.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Natural Environment Technician - Conservation and Management

Section B.177
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5220)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

We both can agree, protecting the environment is in our nature. We love sharing that with you! With our campus nestled in Ontario between the largest freshwater lakes in the world and vast diverse forests, the sustainable management of our diverse ecosystem is a big deal.

Through the Natural Environment Technician – Conservation and Management program, you'll learn to monitor and manage natural resources. Gain career-essential field skills and techniques used to protect our forests, marine ecosystems and land among our region's resource-based economy.

Plus, through a new partnership with the regional conservation authority, we've expanded our outdoor classroom adding more diverse lands to research and apply real-world natural resource management concepts.

Get lost in the program's practical field training as you navigate and the rugged landscapes of Northern Ontario using the latest mapping tools, canoes, boats, ATV's and snowmobiles.

This two-year program offers a balance of classwork, field study and placements for a well rounded education.

And have we told you about the Two Plus Two Pathway to Degree option with Algoma University? Students can join us for two years and will only need two more with our partnering University to earn a Bachelor of Science in Environmental Science.

You're not afraid to get a little dirty on the job. And we like that about you!

PROGRAM OUTCOMES

A graduate of the Natural Environment Technician Conservation and Management Program at Sault College will reliably demonstrate the ability to:

1. Collect data from representative biological and environmental samples using routine test procedures.
2. Utilize natural resources equipment and technology to accurately identify ecosystem components for purposes of conserving and managing natural resources.
3. Apply the basic concepts of science to natural resource conservation and management.
4. Conduct natural environment assessments according to standard field survey methods, including the use of appropriate equipment and materials.
5. Recommend eco-site conservation and management strategies through the classification of ecosystem components.
6. Practice principles and ethics associated with natural resource conservation and management issues.
7. Work safely in adherence to occupational health and safety standards.

8. Complete all work in compliance with applicable municipal, provincial and federal standards and guidelines.
9. Contribute to the implementation of natural resource conservation and management.
10. Perform basic project management support techniques.
11. Communicate technical information accurately and effectively in oral, written and visual forms.
12. Travel accurately in a timely manner in the outdoors using appropriate navigation aids and motorized transport equipment.
13. Apply awareness of global environmental issues to conservation and management of natural resources.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 College English (C) ENG4C, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

The knowledge and skills gained in this program make graduates ideal candidates for jobs in any natural environment field including federal and provincial field research. Career paths for graduates could include employment with Conservation Authorities, Ontario Ministry of Natural Resources and Forestry, Ducks Unlimited, Department of Fisheries & Oceans, Natural Resources Canada, private environmental consulting firms, renewable energy site development companies, natural resource contracting companies, and the forest industry.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,975.80	\$1,664.00	\$15,757.30	\$2,314.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This is a co-operative education program. Students are required to complete at least one co-op work placement (CWF100) in order to graduate. To prioritize preparing current students and graduates for employment in the natural environment field, a career management course is taken in each semester of the program.

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ENV111-1 Introduction to Green Careers
NET100-3 Fish and Wildlife Studies I
NET107-3 Outdoor Equipment Certifications
NRT101-3 Trees and Shrubs I
NRT123-3 Outdoor Navigation
NRT131-2 Fall Field Camp - First Year
NRT141-3 Science and Nature
NRT147-3 Forest Measurements

SEMESTER 2

CMM210-3 Technical Communication
CWF100-3 Co-op Work Placement I
Note: CWF100-3 is mandatory and takes place in the summer.
ENV211-1 Work-Ready Skills
NET105-3 Fish and Wildlife Studies II
NET108-4 Geographic Information Systems
NET150-2 Data Analysis & Presentation
NRT109-3 Ecology
NRT133-3 Trees and Shrubs II
GEN100-3 Global Citizenship

SEMESTER 3

ENV311-1 Networking and Career Search
NET200-3 Aquatic Ecosystem Surveys
NET201-2 Second Year Fall Field Camp
NET207-3 Naturalizing Urban Environments
NET210-3 Wetland Conservation
NET252-3 Forest Practices and the Environment
NRT256-3 Ecosystem Classification
NRT257-3 Introduction to Soil Science
NRT262-3 Advanced GIS

SEMESTER 4

ENV411-1 Career Readiness
NET102-2 Global Environmental Issues
NET205-4 Terrestrial Ecosystem Surveys
NET250-3 General Entomology
NET255-4 Environmental Monitoring
NET256-2 Renewable Energy/Site Development
NRT240-2 Natural Resources Law
NET152-3 Traditional Ecological Knowledge

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Green Careers (ENV111) (1 credits)

In this introductory course, participants gain insight into career options in the Natural Environment field. Broadening their understanding of what constitutes a 'Green Career,' students will research the job specifications for their dream job, to have a clear understanding of the expectations. Students will prepare a skills-based resume and an effective cover letter to be prepared well in advance for employment possibilities. Job search techniques will also be discussed in preparation for a co-op position. Students will develop a list of places they would be interested in working and start the application process. Opportunities, expectations, and deadlines for co-op are clearly presented, so there is a sound understanding of the path ahead.

Fish and Wildlife Studies I (NET100) (3 credits)

This course concentrates on fundamental aspects of anatomy, physiology, and ecology of Ontario birds, Ontario Turtles, Ontario Snakes and Ontario Amphibian species. Lab sessions will develop skills in identification and classification, as well provide knowledge and experience with commonly used field inventory techniques.

Outdoor Equipment Certifications (NET107) (3 credits)

Students will be trained through lectures and/or hands-on experience in the safe operation, care and maintenance of, ATV's, chainsaws, clearing saws, motor boats, snowmobiles and power tools. They will have the potential to earn safe operating certificates if they are successful with both the hands-on and the theory portion. To be eligible to receive a safety certificate, students must attend all theory and field portions of the course.

Trees and Shrubs I (NRT101) (3 credits)

In field and laboratory, students will practice in the identification, nomenclature and ecology of trees and shrubs native to Ontario, some introduced species and few major coniferous species native to Western Canada. Predominately delivered outdoors in the field in all weather conditions.

Outdoor Navigation (NRT123) (3 credits)

Students will gain skills in orienteering and navigating in forested areas using a magnetic hand compass, topographic maps (OBM, NTS), OMNR standard aerial photographs and global positioning systems (GPS). Students will use a navigational protractor, metric scale, and digital planimeter in the planning and presentation of field exercises. Pacing and distance measurement devices (50 m rope, 30 m tape, Hip-Chain) will be used to measure distances in a team environment. Calculations of distance, area and pacing factors will be covered.

Fall Field Camp - First Year (NRT131) (2 credits)

Fall Field School introduces a variety of field skills essentials to Technicians in the Natural Environment.

Students will work together learning the fundamentals of safety, and teamwork essentials to succeed in the Natural Environment. Students will participate in 10 different sessions: navigation, forest measurements, wildfire equipment, stream assessment, dendrology, entomology, canoeing, traditional ecological knowledge, field technology, and safety.

Science and Nature (NRT141) (3 credits)

This course examines six topics of science that provide a fundamental understanding of the relationship of scientific research, biology and chemistry to natural resource management. Topics include Science and the Scientific Method, The Hierarchy of Matter, The Species in an Evolutionary Context, Use of the Periodic Table, The Cell as the Fundamental Unit of Life and Chemical Interactions in the Environment.

Forest Measurements (NRT147) (3 credits)

Forest measurement data support inventory and management planning decisions. In this course, field visits to varying forested ecosites on and off campus are conducted where students gain practical experience in the use of industry specific forest mensuration tools. Emphasis is placed on safe, consistent, and accurate data collection methods. Tree and plot tallies will be recorded in hardcopy and digital formats. Basic forest industry concepts and terminology are introduced and studied. Students will have guided access to sites that include a wide variety of tree species in both the Boreal Forest, and Great Lakes St. Lawrence Forest.

Semester 2

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Co-op Work Placement I (CWF100) (3 credits)

Students will acquire work in the natural resources field based on their program areas and future career ambitions. Students will apply for a summer experience using federal and provincial websites, their personal networks, and varying other avenues, such as faculty contacts and college posting boards. Particular emphasis will be placed on the importance of interpersonal, teamwork, technical, and leadership skills as they meet the daily challenges of a dynamic workplace environment.

Work-Ready Skills (ENV211) (1 credits)

Building on knowledge from 'Introduction to Green Careers', students will continue to find their niche in the Natural Environment. By revisiting their skills-based resume and cover letter, students will learn to recognize the dynamic nature of these documents and begin updates. Students will learn about and practice interview skills, preparing for in-person, online and phone interviews. Strategies including an 'elevator pitch', and mock interviews, help to build confidence and communication. Students will learn the value of networking, and begin to build their network profile through Linked-In. The co-op job search will continue by learning the importance of following up with contacts, continually searching, and staying resilient.

Fish and Wildlife Studies II (NET105) (3 credits)

This course continues with the further development of fish and wildlife identification skills with particular reference to the biology and life history of featured species. Topics will include common fish and mammals of Ontario. Special emphasis will be placed on species at risk in Ontario and strategies for their protection and recovery. Wildlife tracks and signs will also be investigated and important wildlife parasites and diseases will be discussed.

Geographic Information Systems (NET108) (4 credits)

This course uses ArcGIS Pro software to build introductory GIS skills focusing on natural environment data and scenarios. Topics include: mobile data capture, creating and managing geodatabases, performing spatial and tabular analysis, advanced queries, data manipulation, raster processing and vector editing.

Data Analysis & Presentation (NET150) (2 credits)

This course provides students with an introduction to statistics and extensive experience using the spreadsheet program Microsoft Excel to enter and manipulate data, generate descriptive statistics, create tables and graphs, and conduct basic inferential statistics. Students will also learn how to use PowerPoint as an effective visual communication tool.

Ecology (NRT109) (3 credits)

This is an introductory course to provide students with an understanding of ecology as it relates to people who work with renewable resources. The course covers a wide range of topics that examine the interactions between plants and animals and their physical environment. A combination of lectures, labs and field surveys provide insight into the structure and function of ecosystems in general; but emphasize forest and freshwater aquatic ecosystems in Canada.

Trees and Shrubs II (NRT133) (3 credits)

Students will learn how to identify plants located in and around the upper Great Lakes region including native deciduous trees and shrubs, native herbaceous and dwarf woody plants, and woody and herbaceous plants considered invasive. Focus will be on gaining skills enabling the identification of trees and shrubs in leaf-off conditions using twig, bark, silhouette, reproductive structures and other unique identifying features, and identification of herbaceous and dwarf woody plants using foliage and floral characteristics. The silvics of the tree species will be studied to complement their identification. Predominately delivered outdoors in the field in all weather conditions.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 3

Networking and Career Search (ENV311) (1 credits)

After a successful co-op or capstone term, students will reflect on their summer experience. A technical

report or essay will demonstrate application of learning, and thank-you letters to employers will keep communication alive. Students will also submit an employer evaluation, and profile as part of the reflection process. With a broadening network and hard skill set, students will continue to hone soft skills for the workplace. A focus on interpersonal communication, adaptability, emotional intelligence, creativity, and a willingness to learn are hallmarks of valuable employees, and key topics of the course.

Aquatic Ecosystem Surveys (NET200) (3 credits)

This is a field course designed to provide students with practical, hands-on instruction to assess the physical, chemical and biological parameters of stream ecosystems. Surveys conducted will follow provincial protocols such as the Ontario Benthos Biomonitoring Network (OBBN) and the Ontario Stream Assessment Protocol (OSAP) to assess ecosystem condition. Various Ontario index netting programs will be discussed as methods of providing an unbiased index of abundance as well as collecting biological information on important fish species. The latter portion of the course will focus on discussing the various methods for assessing lake ecosystems.

Second Year Fall Field Camp (NET201) (2 credits)

This field camp provides a hands-on, practical experience specific to environmental studies. Emphasis will be placed on field techniques and surveys to evaluate fish populations and assess their habitats (e.g. Ontario Aquatic Habitat (Lake) Inventory Survey, Ontario Stream Assessment Protocol). Students will demonstrate the proper use of field instruments, traps and nets. Students will identify vegetation types across a range of wetland types using the current Ontario Wetland Evaluation System. Small mammal live-trapping surveys will be conducted and basic radio-tracking skills will be developed using blind tests with VHF radio-collars. Students will also get experience setting camera traps and song meters and using active acoustic monitoring devices.

Naturalizing Urban Environments (NET207) (3 credits)

Due to the rapid pace of urbanization, the benefits of healthy green infrastructure in cities is increasingly recognized and in demand. This course explores the social, economic and environmental impacts of urbanization and introduces strategies to reconnect people and incorporate nature back into cities. Topics in urban forestry and approaches for sustainable greenspace management in urban areas will be a major focus. Students will conduct an urban tree inventory and will perform the steps necessary to plan a naturalization project for a local urban greenspace. Emphasis will be on the promotion of native plant community assemblages and wildlife diversity.

Wetland Conservation (NET210) (3 credits)

This course provides the biological background for conservation management of wetland habitats, emphasizing aquatic community component identification, biology and structure. Students will learn how to identify and differentiate wetland types using the Ontario Wetland Evaluation System with an emphasis on vegetation forms and vegetation communities. A range of wildlife that rely on or interact with wetlands at any particular life stage will be identified and survey protocols associated with wetland wildlife will be reviewed through scenarios (e.g., Marsh Monitoring Protocols).

Forest Practices and the Environment (NET252) (3 credits)

Students will be able to explain and analyze the forest management processes in Ontario, including planning, access, harvest, maintenance, and renewal, with a focus on environmental considerations to mitigate damage to ecosystem function.

Ecosystem Classification (NRT256) (3 credits)

This course is a survey of natural wetland and forest ecosystems and associated plant communities found in central Ontario. A range of vascular and non-vascular wetland and terrestrial plants and lichens will be identified with a focus on indicator species. Identification of these organisms combined with hands-on experience in describing soils in the field will be used to classify a range of local ecosystems using current Ontario Ecological Land Classification tools at the Ecosite and Vegetation-Type level.

Introduction to Soil Science (NRT257) (3 credits)

This forest soils course highlights the relationships between landforms, geology, soils and forest ecosystems. The course covers landform origin, description and identification, soil profile development and soil classification and the fundamentals of the physical and chemical properties of forest soils. Students complete a major project comparing and contrasting the biophysical elements of two different eco-sites.

Advanced GIS (NRT262) (3 credits)

This course builds upon the skills gained in NET108 (Geographic Information Systems). Geospatial topics such as satellite image acquisition and analysis, LIDAR data processing, and the raster data model will be explored. Throughout the course students will also perform change over time analyses and collection/utilization of data collected in the field.

Semester 4

Career Readiness (ENV411) (1 credits)

This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.

Global Environmental Issues (NET102) (2 credits)

Global Environmental Issues will give students a background on the effects of human population on the landscape considering concepts like food production, water, energy, biodiversity, etc., in relation to global sustainability. It will include discussion on the basic principles of system stress, and the earth's carrying capacity looking towards the tenets of Sustainable Development as the optimal management technique. The course will evolve into a comprehensive discussion on climate change, its major drivers and impacts. Strategies will be discussed for adaption and mitigation to this global challenge. We will conclude by identifying steps people can take to insure a transition to a more sustainable lifestyle that can build community resilience and self-reliance, while stimulating economic development, and mitigating environmental damage.

Terrestrial Ecosystem Surveys (NET205) (4 credits)

This course will provide students with an understanding of the fundamental principles of sampling and survey design. Students will gain experience using a variety of data collection methods in the survey of plant and wildlife communities. Overall, students will demonstrate proficiency in the collection, management, analysis, and interpretation of field data and communication of results.

General Entomology (NET250) (3 credits)

This course provides the student with an introduction to the biology and ecology of insects and related invertebrates. Emphasis is placed on the development of identification skills in the laboratory.

Environmental Monitoring (NET255) (4 credits)

This course will provide the student with an understanding of world and regional environmental issues. Ways of detecting, describing and quantifying the effects of pollutants on ecosystems and their components will be studied through field and laboratory analyses. Types and sources of pollution in our water, air and land, monitoring strategies and legislation governing pollution will be discussed.

Renewable Energy/Site Development (NET256) (2 credits)

Renewable Energy Site Development provides background on the utilization of natural resources for Energy. Fundamental energy principles, history, and current trends are the foundations of the course. This transitions to a study of the effects human lifestyles have on energy demand and how this relates to global sustainability.

Merits of various renewable energy power sources will be considered along with the drawbacks to provide an overall view. Students will consider appropriate legislation while assessing site specific criteria for energy development. Relevant software including the application of GIS will assist to identify potential site locations for future renewable energy projects. Public consultation, natural heritage assessments, and post construction monitoring will be key themes.

Natural Resources Law (NRT240) (2 credits)

This course provides an introduction to the legal framework governing the management, use, and conservation of natural resources. Students will review both federal, and provincial legislation that relates to the natural environment. Students will prepare for a working knowledge of natural resource legislation including how to navigate Acts and associated Regulations, how legislation affects resource management principles, the Canadian Charter of Rights and Freedoms, Indigenous Rights as they pertain to Natural Resources, and significant case law. Powers of officers will be highlighted in legislation with respect to search, seizure and arrest.

Traditional Ecological Knowledge (NET152) (3 credits)

Indigenous peoples of Canada have various dynamic and diverse cultures that reflect a tightly-woven connection between the environment and identity, lifestyles and values. Traditional Ecological Knowledge, TEK, results from thousands of years of intimate knowledge of the environment shared by generations of Indigenous peoples around the world. Students will explore TEK through traditional stories from regions across the country, recognizing that TEK is specific to local ecosystems, and be exposed to a holistic framework to respectfully understand Indigenous knowledge systems. Various Canadian Indigenous cultures and pre and post contact histories will create connections between the environment and human values to better understand historical and current issues. This course meets the General Education Theme #3, Social and Cultural Understanding.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Natural Resource/Environmental Law - Inspection and Enforcement

Section B.178
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (5006)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Note: A modified program title change for program (5006) Natural Resources / Environmental Law – Inspection and Enforcement has been validated. The modified program title has been changed to program (5007) Natural Resources and Environmental Enforcement. The first intake under the new title will begin in September 2025. Students wishing to apply to this program, please refer to the program page for program (5007) Natural Resources and Environmental Enforcement.

Get ready to embark on a thrilling journey where law meets the great outdoors! Picture yourself patrolling lakes, trails, and forests by ATV, snowmobile, vessel, and helicopter, ensuring compliance of resource users. We need passionate individuals like you to make your mark protecting Canada's natural resources with our one-year graduate certificate program.

Our program blends classroom learning with field exercises to help you further your skills for an impactful career. Get hands-on experience conducting vehicle stops, ticket writing, statement taking, court attendance, collection of evidence, surveillance, and completing inspections and investigations.

During Spring and Fall Field Camps, you'll get the opportunity to work closely and network with local enforcement agencies including local RPAS operators, canine handlers, communication unit staff, and more.

Engage in realistic and interactive scenarios in our state-of-the-art simulation training lab to prepare you for on-the-job scenarios. Explore a variety of career paths including Conservation Officer, Park Warden, Fisheries Officer, Wildlife/Environmental Officer, and other resource compliance-related fields.

Ignite your passion with an exciting and fulfilling career that leaves a lasting impact on the future of our natural resources. Find the real you with our Natural Resource/Environmental Law – Inspection and Enforcement program.

PROGRAM OUTCOMES

A graduate of the Sault College Natural Resources/Environmental Law Program will reliably demonstrate the ability to:

1. Extend the Resource Technician's knowledge into the field of Natural Resource and Recreational Law; local, national and international.
2. Introduce the student to the Canadian System of Justice as it relates to Natural Resources and Recreation.
3. Familiarize the student with the history of Law Enforcement.

4. Familiarize the student with the more common violations encountered by the Conservation Officer, the Deputy Conservation Officer, the Park Warden, and Inspector, by using interpretation of the legislation and its intent using modules, sequential analysis and case study.
5. Instruct the student in the power of arrest, search and seizure under the various statutes.
6. Familiarize the student with the laws of evidence and judicial procedures.
7. Provide instruction on the proper use of legal documents, the proper techniques used while investigating a common type of offence, the keeping of proper notes, collecting and preserving of evidence and the preparation of crown briefs.
8. Prepare the student for the final step in a prosecution.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of a 2-year diploma, advanced diploma or degree.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

This graduate certificate program will prepare students to enter the profession of natural resource and/or environmental law compliance monitoring and enforcement as inspectors, investigators, enforcement officers, conservation officers, fisheries officers, park wardens and private industry/corporate environmental officers.

OTHER INFORMATION

Program College Contact (Yr 1 of Program): Elisa Muto, elisa.muto@saultcollege.ca

Program College Contact (Yr 2 of Program): Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

NRL105-3 Interviewing and Introduction to Case Management
NRL106-3 Introduction to Natural Resources Law
NRL115-2 Natural Resources Law Fall Field Camp
NRL120-3 Federal Legislation - Natural Resources
NRL130-3 Provincial Legislation - Natural Resources
NRL150-3 Federal/Provincial Legislation - Environment
PFP301-3 Criminal and Civil Law

SEMESTER 2

NRL212-3 Wildlife Forensics
NRL215-2 Spring Field Camp
NRL216-2 Environmental Enforcement Career Management
NRL220-3 Inspection and Compliance

NRL230-3 Advanced Legal Process
NRL260-4 Conflict Management and Personal Safety
PFP106-3 Principles of Ethical Reasoning

Course Descriptions

Semester 1

Interviewing and Introduction to Case Management (NRL105) (3 credits)

This course focuses on the interviewing and investigation skills necessary to retrieve information from victims, witnesses and suspects using legally accepted techniques. Credibility, and verbal and non-verbal indicators of deception will be discussed. Rules of competence and compellability contained in the Canada Evidence Act will also be examined. Students will be taught the basic steps of conducting an investigation including the practical development of note taking and witness and suspect interviewing.

The Charter of Rights and Freedoms will be examined, highlighting the obligations placed upon a person in authority.

The enhanced rights of young persons will be identified along with the procedures to be followed by persons in authority when interviewing young persons.

Introduction to Natural Resources Law (NRL106) (3 credits)

This course provides a comprehensive introduction to the laws, legislation, acts, and regulations governing Natural Resources, alongside a foundational overview of the Canadian legal system's principles. Additionally, it aims to offer a deeper understanding of the duties and responsibilities inherent to the profession of Natural Resources law enforcement officers. Furthermore, the course is structured to enhance students' research and analytical abilities, enabling them to effectively find, decipher, and implement statutory, regulatory, and judicial laws.

Natural Resources Law Fall Field Camp (NRL115) (2 credits)

Students will develop fundamental field skills required to collect data, conduct inspections or carry out enforcement investigations related to the disciplines of natural resources and/or environmental law. Focus will be on the type of field observations and documentation required to conduct either inspections or to implement law enforcement options. As well, students will be introduced to basic outdoor skills which are considered key components in order to operate safely in an outdoor environment. Field activities will also allow for networking with local enforcement, inspection and compliance representatives.

Federal Legislation - Natural Resources (NRL120) (3 credits)

This course leads students through an in-depth review of federal acts and regulations pertaining to natural resources and parks. Students will learn how to locate, interpret and analyze various federal acts, regulations and cases.

Provincial Legislation - Natural Resources (NRL130) (3 credits)

This course leads students through an in-depth review of provincial acts and regulations pertaining to natural resources and parks. Students will learn how to locate, interpret and analyze various provincial acts, regulations, and cases.

Federal/Provincial Legislation - Environment (NRL150) (3 credits)

This course leads students through an in-depth review of provincial and federal environmental acts and

regulations. Students will learn how to locate, interpret and analyze various provincial and federal acts, regulations and cases, based on current case outcomes and legal practices.

Criminal and Civil Law (PFP301) (3 credits)

This course deals with the fundamentals of criminal law, including: analyzing the elements of an offence, classification of offences, and the identification of defenses used in criminal cases. The course will also introduce the student to the rights of citizens in contracts, landlord and tenant situations, labour, and family law. Charter implications, as well as liability under tort law, will be reviewed and discussed. It is also designed to help the student develop research and analysis skills so that they can locate, interpret, and apply both statute and case law to investigations.

Semester 2

Wildlife Forensics (NRL212) (3 credits)

This course is designed for students pursuing careers in natural resources law enforcement, with a specialized focus on wildlife forensics. The curriculum provides a thorough understanding of the legal, scientific, and investigative techniques essential for addressing wildlife crimes. Students will learn to apply forensic science to the investigation and prosecution of crimes against wildlife and natural resources.

Spring Field Camp (NRL215) (2 credits)

This course will expand on previous studies of natural resources and environmental law and previous activities from fall field camp. Students will further develop field skills and learn techniques to conduct inspections, enforcement actions and investigations including advanced evidence collection techniques. Students will participate in firearms safety training and use of force training relevant to peace officer policy and procedures. Activities will include information sessions and interaction with local enforcement agency representatives and can present excellent networking opportunities for students.

Environmental Enforcement Career Management (NRL216) (2 credits)

In this course students will gain insight into career options in the Natural Resources and Environmental Law field. Students will research the job specifications of their dream law enforcement career to have a clear understanding of the expectations. Students will prepare a skills based resume and an effective cover letter to be well prepared in advance of employment opportunities. Job search skills, networking skills, public speaking and presentation skills, mock phone/online/in person interviews will be covered.

Inspection and Compliance (NRL220) (3 credits)

This course focuses specifically on inspection and compliance monitoring sections of Provincial and Federal legislation, and includes topics relating to designing an inspection and compliance plan, choosing appropriate sampling techniques and deciding on documentation requirements. The application of recent due diligence court decisions will be analyzed both from a government, First Nations and private industry perspective.

Advanced Legal Process (NRL230) (3 credits)

In this course, students will integrate the different aspects of inspection and investigation learned in the other modules. Teams of students will be each given a scenario which they will use to conduct a mock investigation from beginning to end, culminating in each team preparing a Crown Brief and participating in a Mock Trial.

Conflict Management and Personal Safety (NRL260) (4 credits)

This course is designed to foster confidence and competence when dealing with potentially violent situations. The student learns to recognize behavioural responses to crisis and to respond with non-violent

conflict resolutions through verbal and non-verbal intervention. Interpersonal and group dynamics, problem solving, and adaptive skills as they relate to conflict resolution and mediation will be explored.

Principles of Ethical Reasoning (PFP106) (3 credits)

This course focuses upon ethical issues and dilemmas faced by individuals as citizens and as professionals. It helps students to clarify their values and establish a framework for ethical decision making. Ethical issues of a general nature, which relate to a wide variety of concerns are examined. The student will investigate the ethical codes of their chosen vocation and apply ethical analysis models to dilemmas which typify those often encountered in the profession.

Natural Resources and Environmental Enforcement

Section B.179
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 semesters) (5007)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Note: Program (5007) Natural Resources and Environmental Enforcement is the approved modified program title for the former program (5006) Natural Resources / Environmental Law – Inspection and Enforcement. The first intake of this program will begin in September 2025.

Get ready to embark on a thrilling journey where law meets the great outdoors! Picture yourself patrolling lakes, trails, and forests by ATV, snowmobile, vessel, and helicopter, ensuring compliance of resource users. We need passionate individuals like you to make your mark protecting Canada's natural resources with our one-year graduate certificate program.

Our program blends classroom learning with field exercises to help you further your skills for an impactful career. Get hands-on experience conducting vehicle stops, ticket writing, statement taking, court attendance, collection of evidence, surveillance, and completing inspections and investigations.

During Spring and Fall Field Camps, you'll get the opportunity to work closely and network with local enforcement agencies including local RPAS operators, canine handlers, communication unit staff, and more.

Engage in realistic and interactive scenarios in our state-of-the-art simulation training lab to prepare you for on-the-job scenarios. Explore a variety of career paths including Conservation Officer, Park Warden, Fisheries Officer, Wildlife/Environmental Officer, and other resource compliance-related fields.

Ignite your passion with an exciting and fulfilling career that leaves a lasting impact on the future of our natural resources.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Completion of a two-year diploma, advanced diploma or degree.

CAREER PATHS

This graduate certificate program will prepare students to enter the profession of natural resource and/or environmental law compliance monitoring and enforcement as inspectors, investigators, enforcement officers, conservation officers, fisheries officers, park wardens and private industry/corporate environmental officers.

MANDATORY FEES

Domestic	International
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Tuition	Ancillary	Tuition	Ancillary
\$4,463.10	\$1,290.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contacts: Elisa Muto, elisa.muto@saultcollege.ca

Program College Contacts: Ryan Namespetra, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

NRL105-3 Interviewing and Introduction to Case Management
 NRL106-3 Introduction to Natural Resources Law
 NRL115-2 Natural Resources Law Fall Field Camp
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 PFP301-3 Criminal and Civil Law

SEMESTER 2

NRL212-3 Wildlife Forensics
 NRL215-2 Spring Field Camp
 NRL216-2 Environmental Enforcement Career Management
 NRL220-3 Inspection and Compliance
 NRL230-3 Advanced Legal Process
 NRL260-4 Conflict Management and Personal Safety
 PFP106-3 Principles of Ethical Reasoning

Course Descriptions

Semester 1

Interviewing and Introduction to Case Management (NRL105) (3 credits)

This course focuses on the interviewing and investigation skills necessary to retrieve information from victims, witnesses and suspects using legally accepted techniques. Credibility, and verbal and non-verbal indicators of deception will be discussed. Rules of competence and compellability contained in the Canada Evidence Act will also be examined. Students will be taught the basic steps of conducting an investigation including the practical development of note taking and witness and suspect interviewing.

The Charter of Rights and Freedoms will be examined, highlighting the obligations placed upon a person in authority.

The enhanced rights of young persons will be identified along with the procedures to be followed by persons in authority when interviewing young persons.

Introduction to Natural Resources Law (NRL106) (3 credits)

This course provides a comprehensive introduction to the laws, legislation, acts, and regulations governing Natural Resources, alongside a foundational overview of the Canadian legal system's principles. Additionally, it aims to offer a deeper understanding of the duties and responsibilities inherent to the profession of Natural Resources law enforcement officers. Furthermore, the course is structured to enhance students' research and analytical abilities, enabling them to effectively find, decipher, and implement statutory, regulatory, and judicial laws.

Natural Resources Law Fall Field Camp (NRL115) (2 credits)

Students will develop fundamental field skills required to collect data, conduct inspections or carry out enforcement investigations related to the disciplines of natural resources and/or environmental law. Focus will be on the type of field observations and documentation required to conduct either inspections or to implement law enforcement options. As well, students will be introduced to basic outdoor skills which are considered key components in order to operate safely in an outdoor environment. Field activities will also allow for networking with local enforcement, inspection and compliance representatives.

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This course leads students through an in-depth review of provincial acts and regulations pertaining to natural resources and parks. Students will learn how to locate, interpret and analyze various provincial acts, regulations, and cases.

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This course leads students through an in-depth review of provincial and federal environmental acts and regulations. Students will learn how to locate, interpret and analyze various provincial and federal acts, regulations and cases, based on current case outcomes and legal practices.

Criminal and Civil Law (PFP301) (3 credits)

This course deals with the fundamentals of criminal law, including: analyzing the elements of an offence, classification of offences, and the identification of defenses used in criminal cases. The course will also introduce the student to the rights of citizens in contracts, landlord and tenant situations, labour, and family law. Charter implications, as well as liability under tort law, will be reviewed and discussed. It is also designed to help the student develop research and analysis skills so that they can locate, interpret, and apply both statute and case law to investigations.

Semester 2

Wildlife Forensics (NRL212) (3 credits)

This course is designed for students pursuing careers in natural resources law enforcement, with a specialized focus on wildlife forensics. The curriculum provides a thorough understanding of the legal, scientific, and investigative techniques essential for addressing wildlife crimes. Students will learn to apply forensic science to the investigation and prosecution of crimes against wildlife and natural resources.

Spring Field Camp (NRL215) (2 credits)

This course will expand on previous studies of natural resources and environmental law and previous activities from fall field camp. Students will further develop field skills and learn techniques to conduct inspections, enforcement actions and investigations including advanced evidence collection techniques. Students will participate in firearms safety training and use of force training relevant to peace officer policy and procedures. Activities will include information sessions and interaction with local enforcement agency representatives and can present excellent networking opportunities for students.

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In this course students will gain insight into career options in the Natural Resources and Environmental Law field. Students will research the job specifications of their dream law enforcement career to have a clear understanding of the expectations. Students will prepare a skills based resume and an effective cover letter to be well prepared in advance of employment opportunities. Job search skills, networking skills, public speaking and presentation skills, mock phone/online/in person interviews will be covered.

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This course focuses specifically on inspection and compliance monitoring sections of Provincial and Federal legislation, and includes topics relating to designing an inspection and compliance plan, choosing appropriate sampling techniques and deciding on documentation requirements. The application of recent due diligence court decisions will be analyzed both from a government, First Nations and private industry perspective.

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In this course, students will integrate the different aspects of inspection and investigation learned in the other modules. Teams of students will be each given a scenario which they will use to conduct a mock investigation from beginning to end, culminating in each team preparing a Crown Brief and participating in a Mock Trial.

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Principles of Ethical Reasoning (PFP106) (3 credits)

This course focuses upon ethical issues and dilemmas faced by individuals as citizens and as professionals. It helps students to clarify their values and establish a framework for ethical decision making. Ethical issues of a general nature, which relate to a wide variety of concerns are examined. The student will investigate the ethical codes of their chosen vocation and apply ethical analysis models to dilemmas which typify those often encountered in the profession.

Urban Ecosystem Technician

Section B.180
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (5245)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending a new intake of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

As population growth in cities rises rapidly, the need for green infrastructure to mitigate the impact of development and maintain critical ecosystem services is increasingly recognized. The Urban Ecosystem Technician diploma will prepare students with the knowledge and understanding of the principles of sustainability and practical skills required to incorporate these concepts into the creation, care, restoration and maintenance of city greenspaces.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#). Applicants whose first language is not English must provide proof of English proficiency. Sault College accepts the TOEFL or IELTS, or equivalent test to satisfy our English admission requirements.

ADMISSION PROCEDURES & SELECTION PROCESS

Graduates of this diploma program may choose to advance into one of the new graduate certificate programs in the School of Natural Environment at Sault College: Climate Change Mitigation Specialist or Environmental Sustainability Analyst.

CAREER PATHS

Graduates are employed by landscape designers and contractors, lawn service and tree care establishments, golf courses, nurseries and greenhouses, and municipal, provincial and national parks, or they may be self-employed.

OTHER INFORMATION

Program Coordinator: Elisa Muto, (705) 759-2554 ext 2464, elisa.muto@saultcollege.ca

Program Coordinator: Ryan Namespetra, (705) 759-2554 ext 2853, ryan.namespetra@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
ENV111-1 Introduction to Green Careers
MTH165-3 Numeracy and Quantitative Reasoning
NET100-3 Fish and Wildlife Studies I
NET107-3 Outdoor Equipment Certifications
NRT101-3 Trees and Shrubs I
NRT131-2 Fall Field Camp - First Year
GEN100-3 Global Citizenship

SEMESTER 2

CMM210-3 Technical Communication
ENV211-1 Work-Ready Skills
NET105-3 Fish and Wildlife Studies II
NRT133-3 Trees and Shrubs II
NRT145-3 Horticulture Groundskeeper
UET201-3 Urban Ecosystem Services
NET152-3 Traditional Ecological Knowledge

SEMESTER 3

ENV311-1 Networking and Career Search
NET102-2 Global Environmental Issues
NET302-3 Invasive Species Management
UET301-3 Natural Storm Water Management
UET302-3 Food Production in the Urban Environment
UET303-3 Urban Plant Diversity
UET304-3 Urban Ecological Restoration
UET305-1 Winter Field Camp

SEMESTER 4

ENV411-1 Career Readiness
NRT244-3 Urban Forestry
UET401-3 Ecological Landscape Planning
UET402-3 Urban Green Space Management
UET403-3 Sustainable Urban Mobility
UET404-3 Integrated Climate Change Adaptation

Select one of the following:

GEN110: Student Selected General Education

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Introduction to Green Careers (ENV111) (1 credits)

In this introductory course, participants gain insight into career options in the Natural Environment field. Broadening their understanding of what constitutes a 'Green Career,' students will research the job specifications for their dream job, to have a clear understanding of the expectations. Students will prepare a skills-based resume and an effective cover letter to be prepared well in advance for employment possibilities. Job search techniques will also be discussed in preparation for a co-op position. Students will develop a list of places they would be interested in working and start the application process. Opportunities, expectations, and deadlines for co-op are clearly presented, so there is a sound understanding of the path ahead.

Numeracy and Quantitative Reasoning (MTH165) (3 credits)

This course focuses on developing the students number sense and problem solving abilities using a variety of tools and strategies that include computer technology. Skills required to perform mental calculations and communicate mathematical concepts and processes will be emphasized and assessed. By the end of the course, the student will be able to interpret mathematical models, represent quantitative information in a variety of ways and use different mathematical and statistical methods to solve problems. Topics include number sense, geometry, measurement, trigonometry, percent and descriptive statistics.

Fish and Wildlife Studies I (NET100) (3 credits)

This course concentrates on fundamental aspects of anatomy, physiology, and ecology of Ontario birds, Ontario Turtles, Ontario Snakes and Ontario Amphibian species. Lab sessions will develop skills in identification and classification, as well provide knowledge and experience with commonly used field inventory techniques.

Outdoor Equipment Certifications (NET107) (3 credits)

Students will be trained through lectures and/or hands-on experience in the safe operation, care and maintenance of, ATV's, chainsaws, clearing saws, motor boats, snowmobiles and power tools. They will have the potential to earn safe operating certificates if they are successful with both the hands-on and the theory portion. To be eligible to receive a safety certificate, students must attend all theory and field portions of the course.

Trees and Shrubs I (NRT101) (3 credits)

In field and laboratory, students will practice in the identification, nomenclature and ecology of trees and shrubs native to Ontario, some introduced species and few major coniferous species native to Western Canada. Predominately delivered outdoors in the field in all weather conditions.

Fall Field Camp - First Year (NRT131) (2 credits)

Fall Field School introduces a variety of field skills essentials to Technicians in the Natural Environment. Students will work together learning the fundamentals of safety, and teamwork essentials to succeed in the Natural Environment. Students will participate in 10 different sessions: navigation, forest measurements, wildfire equipment, stream assessment, dendrology, entomology, canoeing, traditional ecological knowledge, field technology, and safety.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to

become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Technical Communication (CMM210) (3 credits)

This course provides skill development in technical communication. Emphasis is given to technical language in the preparation of workplace documents such as informal reports, memos, letters, technical instructions, an employment package, and a research/formal report. Oral reporting and its importance on the job are also included. Document design and electronic research using databases and the internet are essential components of this course.

Work-Ready Skills (ENV211) (1 credits)

Building on knowledge from 'Introduction to Green Careers', students will continue to find their niche in the Natural Environment. By revisiting their skills-based resume and cover letter, students will learn to recognize the dynamic nature of these documents and begin updates. Students will learn about and practice interview skills, preparing for in-person, online and phone interviews. Strategies including an 'elevator pitch', and mock interviews, help to build confidence and communication. Students will learn the value of networking, and begin to build their network profile through Linked-In. The co-op job search will continue by learning the importance of following up with contacts, continually searching, and staying resilient.

Fish and Wildlife Studies II (NET105) (3 credits)

This course continues with the further development of fish and wildlife identification skills with particular reference to the biology and life history of featured species. Topics will include common fish and mammals of Ontario. Special emphasis will be placed on species at risk in Ontario and strategies for their protection and recovery. Wildlife tracks and signs will also be investigated and important wildlife parasites and diseases will be discussed.

Trees and Shrubs II (NRT133) (3 credits)

Students will learn how to identify plants located in and around the upper Great Lakes region including native deciduous trees and shrubs, native herbaceous and dwarf woody plants, and woody and herbaceous plants considered invasive. Focus will be on gaining skills enabling the identification of trees and shrubs in leaf-off conditions using twig, bark, silhouette, reproductive structures and other unique identifying features, and identification of herbaceous and dwarf woody plants using foliage and floral characteristics. The silvics of the tree species will be studied to complement their identification. Predominately delivered outdoors in the field in all weather conditions.

Horticulture Groundskeeper (NRT145) (3 credits)

Students will receive training in the care and maintenance of grasses, flowers, trees, shrubs and invasive plants associated with managed and manicured landscapes. Practical experience with appropriate equipment in mowing, trimming, watering, planting and transplanting, pest management and pruning will

be emphasized.

Urban Ecosystem Services (UET201) (3 credits)

This course will focus on the values provided by critical ecosystem functions. A focus on how these ecosystem services are influenced by the urban environment and ways to incorporate and enhance these ecosystem services.

Traditional Ecological Knowledge (NET152) (3 credits)

Indigenous peoples of Canada have various dynamic and diverse cultures that reflect a tightly-woven connection between the environment and identity, lifestyles and values. Traditional Ecological Knowledge, TEK, results from thousands of years of intimate knowledge of the environment shared by generations of Indigenous peoples around the world. Students will explore TEK through traditional stories from regions across the country, recognizing that TEK is specific to local ecosystems, and be exposed to a holistic framework to respectfully understand Indigenous knowledge systems. Various Canadian Indigenous cultures and pre and post contact histories will create connections between the environment and human values to better understand historical and current issues. This course meets the General Education Theme #3, Social and Cultural Understanding.

Semester 3

Networking and Career Search (ENV311) (1 credits)

After a successful co-op or capstone term, students will reflect on their summer experience. A technical report or essay will demonstrate application of learning, and thank-you letters to employers will keep communication alive. Students will also submit an employer evaluation, and profile as part of the reflection process. With a broadening network and hard skill set, students will continue to hone soft skills for the workplace. A focus on interpersonal communication, adaptability, emotional intelligence, creativity, and a willingness to learn are hallmarks of valuable employees, and key topics of the course.

Global Environmental Issues (NET102) (2 credits)

Global Environmental Issues will give students a background on the effects of human population on the landscape considering concepts like food production, water, energy, biodiversity, etc., in relation to global sustainability. It will include discussion on the basic principles of system stress, and the earth's carrying capacity looking towards the tenets of Sustainable Development as the optimal management technique. The course will evolve into a comprehensive discussion on climate change, its major drivers and impacts. Strategies will be discussed for adaption and mitigation to this global challenge. We will conclude by identifying steps people can take to insure a transition to a more sustainable lifestyle that can build community resilience and self-reliance, while stimulating economic development, and mitigating environmental damage.

Invasive Species Management (NET302) (3 credits)

Topics in this course will include modes of introduction, impacts of invasive species to native species, communities, ecology and biodiversity, preventative measures to mitigate transfer of invasive species, eradication methodologies, habitat rehabilitation methodologies and legislation dealing with alien species introduction.

Natural Storm Water Management (UET301) (3 credits)

Students will develop an in-depth understanding of the issues surrounding water management within urban areas. Emphasis will be placed on natural storm-water mitigation techniques and the steps required to design, install and maintain them. Watershed management – headwater importance, flood plains and stream channel restoration will also be discussed.

Food Production in the Urban Environment (UET302) (3 credits)

This course focuses on creating greenspace for food production. Challenges and benefits of urban food production as well as techniques used to merge functional food production with aesthetic appeal will be covered.

Urban Plant Diversity (UET303) (3 credits)

The identification of native and introduced plant species that are commonly encountered in urban environments.

Urban Ecological Restoration (UET304) (3 credits)

An examination of the structural and functional components of Ontario's healthy ecosystems and the principles of ecological restoration as applied to restore degraded ecosystems. Emphasis will be placed on various common and innovative techniques to restore and maintain natural terrestrial and aquatic environments within urban areas. Brownfield Assessment/Reclamation -Remediation of degraded sites.

Winter Field Camp (UET305) (1 credits)

This field camp provides a hands-on, practical experience specific to environmental studies.

Semester 4

Career Readiness (ENV411) (1 credits)

This final course in the career management progression is aligned with semester four of the student's diploma journey. Having amassed a collection of hard and soft skills, the focus shifts to career readiness. The key themes explored include teamwork/collaboration, critical thinking/problem solving, leadership, work ethic, and communication. A focus on these skills provides students a strategic advantage in the career search and will ensure their employability into the future. Using a variety of strategies, job search techniques are revisited to support students in their career aspirations.

Urban Forestry (NRT244) (3 credits)

The focus of this course is on the care, health and protection of municipal trees, forests and green spaces. Students will be versed in arboriculture practices and techniques, tree inventories and appraisals and as well have an understanding of the planning, policies, programs, by-laws and public education required to maintain urban trees.

Ecological Landscape Planning (UET401) (3 credits)

This course will focus on the basic knowledge and skills required to develop a naturalized garden design that incorporates both ecological and horticultural disciplines to create and enhance ecosystem services while fulfilling human needs.

Urban Green Space Management (UET402) (3 credits)

The development, maintenance, and protection of green/open spaces in urban areas. This course will touch on the structural organization of various urban greenspaces and how they are managed. In this course students will consider how organizations and institutions can effectively integrate climate actions into their policies and practices. Using this information, students will create and present an Urban Landscape Plan to an organization as part of course work.

Sustainable Urban Mobility (UET403) (3 credits)

Students will explore ways to integrate sustainable transportation modes into urban planning. Topics surrounding active transportation, trail development and connectivity will be the focus.

Integrated Climate Change Adaptation (UET404) (3 credits)

Agriculture, energy, infrastructure, health, Lakes, biodiversity, forests, water etc., are evaluated in an integrated approach to climate change adaptation

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Construction Project Management

Section B.181
2025-07-02

Ontario College Graduate Certificate (1 Year - 2 Semesters) (4077)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Sault College is temporarily suspending new intakes of this program for the 2025 / 2026 Academic Year. The program is still running for all in-progress students. This program may be reinstated in a future Academic Year.

Graduates of the Construction Project Management program plan, manage and supervise a broad range of construction projects within the residential, industrial, commercial and institutional (ICI) and civil infrastructure sectors of the construction industry.

For someone with a background in Construction, Civil Engineering, Mechanical Engineering, or Electrical Engineering, this Ontario College Graduate Certificate program will provide the tools required to excel in the industry.

This post-diploma program is designed for the recent graduate or working industry professional for career growth opportunities in construction and project management. The success of construction projects depends heavily on the management and execution of key project deliverables and knowledge of the construction industry.

Continue your path to career success right here.

PROGRAM OUTCOMES

1. develop and use strategies to promote continuous professional learning in the construction industry
2. monitor and support workplace health and safety practices and procedures which are compliant with current legislation and regulations
3. assess construction project operations for compliance with contractual obligations, applicable laws, standards, bylaws, codes and ethical practices in construction methodology
4. analyze and monitor construction processes to ensure that sustainability practices are implemented in accordance with contract documents, industry standards and environmental legislative requirements
5. establish and manage relationships among diverse project stakeholders to achieve construction project goals
6. manage the production, storage, retrieval and communication of project-related digital documents according to best practices, to meet construction project deadlines and goals
7. perform a feasibility study to inform decisions in the planning phase of a construction project
8. schedule, manage and evaluate the progression of construction projects by applying the principles, practices and tools of construction project management to complete projects on time and within budget
9. prepare estimates and manage procurement processes to control costs in accordance with best

practices in construction project management

10. develop and oversee quality assurance and control processes involved in the completion of construction projects to meet project specifications and industry quality standards
11. analyze and manage project risks to mitigate their impact throughout the construction project lifecycle
12. formulate human resource management strategies to optimize personnel requirements for construction project completion
13. build and lead multidisciplinary teams throughout the construction project lifecycle to accomplish construction project goals
14. Measure, record, maintain, and summarize the financial elements of a construction project including the cost control and the associated cash flow that contribute to a project being completed within budget.
15. Manage a construction site including job site layout, documents, materials, tools, and equipment and the coordination of labourers and sub-contractors to ensure the successful completion of projects.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent

Diploma or degree in an Engineering-related field would be an asset.

Applicants, whose first language is not English, must provide proof of English proficiency. Sault College accepts the TOEFL, or IELTS, or equivalent test to satisfy our English admission requirements.

CAREER PATHS

Graduates from this program will be prepared for management positions in:

Building and Highway Construction

Trades

Utilities

Manufacturing

Areas include but are not limited to public and private sector construction projects including residential and non-residential building construction, highway construction, manufacturing, utilities, and trades. The majority of job opportunities for Construction Project Managers (NOC 0711) in the Algoma region tend to be found in the residential building construction sector. Compensation for Construction Managers in Algoma is \$7000/year higher than the national average. Last year there were 44 postings for this job in the Algoma region. Construction managers are among the top five posted occupations in the Algoma region in 2020. According to the Government of Canada Job Bank, employment outlook for Construction Managers in Ontario are good for the period 2019-2022. Currently, approximately 27,450 people work in this occupation. Ninety four percent of these workers are employed full time and approximately 6% are employed part time. Seventy one percent of construction managers work all year while 29% work part of the year.

EDUCATIONAL PATHS

Construction Project Management provides excellent ladder opportunities for graduates from the Electrical Engineering Technician, Mechanical Engineering Technician, or Civil Engineering Technician programs at Sault College. This graduate certificate will enhance occupational opportunities for diploma-level graduates, and open the door to increased earning potential. Graduates of the Construction Project Management program may choose to advance their studies in a Bachelor of Engineering degree program or a Business degree program.

OTHER INFORMATION

Program College Contact: Marc Pilon, marc.pilon@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

BCH101-3 Introduction to Human Resources
CON301-3 Introduction to the Construction Industry
CON302-4 Construction Estimating and Accounting
ENV102-3 Industrial Health and Safety
PMC101-3 Principles of Project Management
PMC103-4 Project Planning and Scheduling

SEMESTER 2

CON303-3 Technical Communication
CON304-4 Construction Environmental Law
CON310-4 Construction Contracts and Documents
CON313-3 Sustainable Construction Practices
CON320-3 Construction Jobsite Controls
GBM203-3 Project Leadership

Course Descriptions

Semester 1

Introduction to Human Resources (BCH101) (3 credits)

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Introduction to the Construction Industry (CON301) (3 credits)

This course explores the many facets of the construction industry and develops a deeper knowledge of the many factors that impact this industry. Students will increase their awareness of various participants and stakeholders that are typically involved in industrial and commercial construction projects, as well as and issues such as impact on the economy, safety, environmental, and use of technology.

Construction Estimating and Accounting (CON302) (4 credits)

This course introduces students to measuring techniques for items in construction projects. Utilizing Excel spreadsheets, students will interpret construction working drawings and specifications to measure items such as excavation, concrete, steel, mechanical and electrical components, etc. Emphasis is placed on accuracy of measurement, standard descriptions, logical sequence of take-off, and estimating principles. The parts of a detail estimate will be identified. Furthermore emphasis on company overheads will be examined in conjunction with logistical challenges such as crew production, equipment and travel costs.

In addition, students will learn about the standard accounting practices including invoicing, progress tracking, accounts receivable and accounts payable as well as holdback releases.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Principles of Project Management (PMC101) (3 credits)

This course guides and provides students through fundamental project management concepts, knowledge, tools, and key behavioral skills needed to equip them to succeed in achieving project objectives within time, cost and at the desired performance while utilizing the assigned resources effectively and efficiently and having the results accepted by the customer and stakeholders. In this course, students will be introduced to value delivery using the project management principles and project performance domains as recommended by the Project Management Institute (PMI). Students will also be given practical and hands-on approach through class discussions, exercises, group discussions, assignments, and case studies.

Project Planning and Scheduling (PMC103) (4 credits)

This course is designed to empower the student/practitioner with the skills and techniques required to plan and schedule the project resources throughout the development approach and project life cycle by using professional project management tools and techniques and deploying computer programs. The core topics include planning, stakeholders, teams, project work, delivery, measurement, and uncertainty.

Semester 2

Technical Communication (CON303) (3 credits)

This course is designed to provide specific industry training in the fields of technical communication. Regardless of background, technical communication is the backbone of project success in the construction industry. Students will develop a comprehensive understanding of Microsoft Word in order to develop technical memorandums, reports, meeting minutes, RFIs, proper email formatting, jobsite reports, proposals/estimates and more. Students will work through case study activities where they will learn the principal applications of technical communication as it relates to the construction industry.

Construction Environmental Law (CON304) (4 credits)

This course reinforces the important and growing connections between construction industry and the environment. Students will learn about applicable environmental legislations as they relate to the construction industry, including proper procedures on how to incorporate environmental considerations into project planning and execution. Students will learn the logistics of permitting requirements, and jobsite controls to ensure projects meet the appropriate environmental measures.

Construction Contracts and Documents (CON310) (4 credits)

This course will develop the student's understanding of the importance of construction contracts and documents as they relate to the industry. As a construction project manager, understanding contracts will play a pivotal role in the student's ability to execute projects successfully on time and on budget. Students

will explore CCDC Documents as they are relied on as familiar industry standards for their fairness and balance for all parties involved in a construction project. Contract specifications such as NMS and OPS will also be covered to further the students understanding of the engineered drawing and specifications package.

Students will also develop an understanding of the Tendering and Procurement process, including how to obtain and prepare the required submittals.

Sustainable Construction Practices (CON313) (3 credits)

Students explore many facets of building green in the construction industry from a general contractor and design professional's perspective. Students will gain an introductory knowledge of the Canada Green Building Council (CaGBC), Net Zero Energy program and the various LEED Rating Systems with an emphasis on new construction. The significance of the elements of green construction, green procurement, and contracting for green construction as they relate to a project's green strategy are addressed. Students will learn to develop waste management plans to support sustainable construction practices.

Construction Jobsite Controls (CON320) (3 credits)

In this course, students will gain the knowledge necessary to manage a construction site. Students will learn how to layout a job site, manage documents, materials, tools, and equipment as well as coordinate labour and sub-contracts. In addition, this course will provide detailed information on how to identify concepts related to quality, establish monitoring programs, and conduct project close-out. Students will participate in a collaborative project to incorporate all information learned throughout the program to develop a construction jobsite masterplan.

Project Leadership (GBM203) (3 credits)

This course is designed to help participants develop competencies by way of knowledge, skills and attitudes needed to perform effectively as members of project teams, as project managers or as functional managers who use projects as building blocks in the design and execution of organizational strategies. The emphasis is placed on how leadership and change management application can demonstrate how projects can be used to develop and execute strategic initiatives in preparing the organization for its uncertain future. The course emphasizes an integral view of projects involving cross-functional and cross organizational teams as highly versatile strategic resources and key elements for strategic planning, organizing, motivating, directing and controlling projects. Topic areas include Leadership Models, Accountability, Leadership Assessment, Human Relations, Change Management, Social Responsibilities.

Construction Techniques

Section B.182
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4098)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Construction Techniques program is designed to provide you with the skills and knowledge needed to pursue employment in the construction sector after only 8 months.

Learn how to build and perform basic carpentry work, work safely on construction sites, perform concrete and form work, conduct surveys and estimates, and even how to create lay-outs and read blueprints.

As an option, you may succeed in securing an apprenticeship after graduating from the program and be able to reinforce and expand on the skills you have learned through hands-on experiences alongside a qualified tradesperson.

PROGRAM OUTCOMES

A graduate of the Construction Techniques Program at Sault College will reliably demonstrate the ability to:

1. Interpret detailed dimensional drawings and prepare construction documents using computer assisted drafting software.
2. Describe and demonstrate methods and procedures for the use of hand, power, and stationary tools and equipment according to industry standards of practice.
3. Adhere to applicable health and safety related legislation and practices.
4. Describe and demonstrate methods and procedures required for form setting and the placement and testing of concrete according to industry standards of practice.
5. Describe and demonstrate methods and procedures required for scaffold erection and dismantlement according to industry standards of practice.
6. Describe earthwork, barrier, and environmental control practices and procedures according to industry standards of practice.
7. Describe and demonstrate the methods and procedures required for rigging and hoisting operations according to industry standards of practice.
8. Assist in preparing construction specifications, material and cost estimates.
9. Demonstrate recognition for the necessity and value of life-long learning in the field.
10. Apply sound environmental practices and policies in civil engineering and construction projects.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

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

CAREER PATHS

Graduates of this certificate program can work in entry-level positions in almost every sector of the construction industry. They can be employed on a project-by-project basis or work for a construction

company. Small, medium and large companies, unionized and non-unionized, all employ construction/carpentry workers on a variety of projects in the residential, commercial and industrial sectors.

ConstructionTechniques graduates:

- Frame residential houses
- Perform renovation and maintenance carpentry
- Install roofing, insulation and exterior siding
- Read blueprints
- Prepare, excavate, backfill, compact and clean up work sites
- Load and unload construction materials, move materials to work areas
- Erect and dismantle concrete forms, scaffolding, ramps, catwalks, shoring and barricades required at construction sites
- Mix, pour and spread materials such as concrete and asphalt
- Level earth to fine grade specifications using rake and shovel
- Assist in demolishing buildings using prying bars and other tools and sort, clean and pile salvaged materials
- Remove rubble and other debris at construction sites using rakes, shovels, wheel barrows and other equipment
- Operate pneumatic hammers, vibrators and tampers as directed
- Tend or feed machines or equipment used in construction such as mixers, compressors and pumps
- May find apprenticeships in trades such as carpentry, bricklaying, cement finishing, roofing and glazing.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Marc Pilon, marc.pilon@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CCT100-4 Construction Safety/Tools
 CCT101-4 Rigging, Hoisting and Material Equipment Handling
 CCT102-4 Carpentry I
 CCT103-4 Blueprints, Specifications & Layout
 CMM115-3 Communications I
 MTH106-3 Trades Mathematics

SEMESTER 2

ARC101-5 Building and Construction Estimating

CAD100-4 Introduction to Computers and AutoCAD
CCT120-4 Concrete and Formwork I
CCT122-4 Scaffolding, Earthwork Barriers and Controls
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Construction Safety/Tools (CCT100) (4 credits)

This course focuses on safety practices and procedures in the construction industry. Students will learn about occupational and health safety standards, work site hazards, personal protective equipment and maintenance requirements, and work site communication skills.

Hands on applications focus on safe operation of hand tools, power tools, powder actuated tools and cutting torch.

Rigging, Hoisting and Material Equipment Handling (CCT101) (4 credits)

Students will learn about the methods and procedures used in rigging and hoisting operations. They will learn how to safely use rigging and hoisting equipment and applications, communicate with co-workers using radio international hand signals, hoisting, use jacks in blocking and how to use manual lifting devices.

Students will also learn about the methods and procedures used in the safe handling of stationary equipment including pumps, compressors, generators and lighting stations.

Carpentry I (CCT102) (4 credits)

Students will gain knowledge of the types, use and the application of materials used in Residential and Commercial construction. They will develop knowledge of wood and lumber properties including the applicable wood joints and fasteners required. The skills will be developed using a variety of shop projects.

Blueprints, Specifications & Layout (CCT103) (4 credits)

This course focuses on interpreting blueprints, drawings and layouts using architectural and measurement conventions to industry standards of practice. Students will learn to interpret sketches and drawings and learn to use scales, tapes and measurement conventions. They will also learn basic principles of construction layout. Throughout the course, the student will be familiarized with relevant provisions of the Ontario Building Code.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Trades Mathematics (MTH106) (3 credits)

This course for construction techniques and home inspection technician programs begins with a review of fundamental concepts including arithmetic operations. Some theoretical concepts and topics in proportion and variation, measurement, geometry, and trigonometry will be covered. These concepts and topics will be reinforced by the use of practical problems to make the current topic relevant to the students needs. Aspects of business math pertaining to the construction field will be introduced.

Semester 2

Building and Construction Estimating (ARC101) (5 credits)

This course covers the theories and principles of estimating and quantity survey techniques applied to light construction projects. The subject includes mathematics of estimating, site work, concrete and form work, carpentry, masonry, and moisture protection and finishes. The student will develop unit construction costs to supply and install building elements.

Introduction to Computers and AutoCAD (CAD100) (4 credits)

This course briefly introduces students to computer concepts and PC software applications. Practical skills in the use of Windows, file management and spreadsheets will be developed. With this basic foundation, the student will explore the fundamentals of computer assisted drafting using AutoCAD. Practical exercises will help the student develop a basic knowledge of AutoCAD. The student will understand the fundamental concepts of computer applications related to architectural and engineering drawing.

Concrete and Formwork I (CCT120) (4 credits)

This course focuses on the methods and procedures used in the placement of concrete and form setting. Students will learn about equipment and tools used in concrete placement, and will learn to install concrete and grout material as well as reinforcement components. Students will also learn to interpret blueprints for form setting activities and the use of form setting tools.

Scaffolding, Earthwork Barriers and Controls (CCT122) (4 credits)

In the first part of the course, the student will be able to describe the methods and procedures required for scaffold erection and dismantling according to industry standards and practices.

In the second part of the course, the student will be able to describe earthwork barriers and environmental control practices and procedures according to industry standards and practices.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Mechanical Techniques - Industrial Maintenance (Millwright)

Section B.183
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (5082)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Machines make our lives easier, but only if they're working. And that's where you come in.

The Mechanical Techniques - Industrial Maintenance (Millwright) program is designed to provide you with a strong foundation in the millwright trade. This program allows you to develop the skills, knowledge, and theory of machine fabrication and installation and the repair and maintenance of industrial machinery. Graduates of this program can pursue an apprenticeship or continue further education in the trade.

Gain the hands-on experience needed to succeed in your career alongside industry-trained instructors. And do it all in our amazing labs using modern equipment that you'll find in the workplace.

When you complete the program, you'll have the essential skills in:

- Drafting and blueprint reading
- Precision measuring
- Installing and troubleshooting systems
- Welding
- Rigging and hoisting

Industrial mechanics (millwrights) are in-demand in manufacturing plants, with utilities, and other industrial organizations that maintain, repair, and install equipment.

If you love to keep things running smoothly, you'll find it here at Sault College.

PROGRAM OUTCOMES

A graduate of the Mechanical Techniques Program at Sault College will reliably demonstrate the ability to:

1. complete all work in compliance with current legislation, standards, regulations and guidelines.
2. contribute to the application of quality control and quality assurance procedures to meet organizational standards and requirements.
3. comply with current health and safety legislation, as well as organizational practices and procedures.
4. support sustainability best practices in workplaces.
5. use current and emerging technologies to support the implementation of mechanical and manufacturing projects.
6. troubleshoot and solve standard mechanical problems by applying mathematics and fundamentals of mechanics.
7. contribute to the interpretation and preparation of mechanical drawings and other related technical documents.
8. perform routine technical measurements accurately using appropriate instruments and equipment.
9. assist in manufacturing, assembling, maintaining and repairing mechanical components according to

required specifications.

10. select, use and maintain machinery, tools and equipment for the installation, manufacturing and repair of basic mechanical components.

Reference

Ministry of Training, Colleges and Universities Mechanical Techniques Program Standards (MTCU 41007), September 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, and Grade 12 Foundations for College Math (C) MAP4C, or equivalent, or mature student status.

CAREER PATHS

As a graduate of this certificate program, you can work in entry-level positions in a broad range of employment settings in the manufacturing industry, in both large and small organizations. Industrial mechanics/millwrights work in manufacturing plants, utilities, and other industrial organizations maintaining, repairing and installing equipment.

You may also pursue further education or apprenticeship training. If you wish to pursue an apprenticeship, you should contact the local office of the Ministry of Colleges & Universities, Apprenticeship Branch at 705.945.6815.

Industrial Mechanic/Millwrights perform some or all of the following duties:

- Read blueprints, diagrams and schematic drawings.
- Install, align, dismantle and move stationary industrial machinery and mechanical equipment.
- Operate hoisting and lifting devices.
- Inspect and examine machinery and equipment to detect and investigate irregularities and malfunctions.
- Install, troubleshoot and maintain power transmission, vacuum, hydraulic and pneumatic systems.
- Adjust machinery and repair or replace defective parts.
- Operate machine tools such as lathes and milling machines to fabricate parts required during overhaul, maintenance or set-up of machinery.
- Clean, lubricate and perform other routine maintenance work on machinery.
- Assemble machinery and equipment prior to installation using hand and power tools and welding equipment.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
DRF105-3 Drafting and Blueprint Reading
ENV102-3 Industrial Health and Safety
MCH121-3 Machine Shop Theory and Measurement
MCH134-2 Materials and Fasteners
MCH144-4 Machine Shop Practical I
MTH151-3 Mathematics
WLD121-2 Welding

SEMESTER 2

ELR111-1 Electric and Electronic Controls
GEN100-3 Global Citizenship
MCH141-3 Power Transmission Systems
MCH142-3 Pumps, Valves, Piping and Compressors
MCH145-4 Machine Shop Practical II
MCH244-4 Manufacturing Process
MCH253-2 Bearings, Seals and Lubrication
RIG101-2 Rigging and Hoisting

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drafting and Blueprint Reading (DRF105) (3 credits)

In a hands-on environment students will learn blueprint reading, geometric dimensioning and tolerancing (G.D. & T.) and be introduced to AutoCAD. The course will commence with skill development in blueprint reading. These skills shall be applied to the machinist's trade and related areas. New information has been added to explain computer-aided design, new dimensioning practices, and assembly drawing interpretation. Using common shop terminology, industrial prints will be interpreted. G.D. & T. includes reading dimensional drawings in fractions, decimals and in metric units. AutoCAD is taught so that upon completion students can create computerized, mechanical drawings.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Machine Shop Theory and Measurement (MCH121) (3 credits)

This course is designed to give the students an understanding of the theoretical aspects of machining and manufacturing including feeds, speeds, threading and gear cutting formulas. This course is also designed to strengthen the student's ability to measure and inspect to precise tolerances. Tools using micrometer and vernier scales for linear and angular measurement will be used. There will be a basic introduction to Statistical Process Control (SPC), including interpretation and recording of data.

Materials and Fasteners (MCH134) (2 credits)

To provide students with a working knowledge of the theory behind the procedures that are used in the heat treating and machining of carbon steels, aluminum and its alloys. Practical lab/shop activities will be used to enhance and/or demonstrate theoretical concepts where possible.

Machine Shop Practical I (MCH144) (4 credits)

A study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, shapers, grinder, and milling machine, theory and practices, speeds, feeds, tapers, threads.

Mathematics (MTH151) (3 credits)

In this course, emphasis will be placed on teaching mathematics at a level that will help the student in the Machining trade. Some theoretical concepts and topics in algebra, geometry and trigonometry will be covered. These concepts and topics will be reinforced by the use of practical problems to make the current topic relevant to the students' needs.

Welding (WLD121) (2 credits)

A trades curriculum that has been designed to provide students with a combination of theoretical knowledge and hands-on skill in relation to the safe use and operation of both OFG/SMA welding, cutting and heating equipment.

Semester 2

Electric and Electronic Controls (ELR111) (1 credits)

This course will provide students with the basic knowledge of electric and electronic theory. Students will learn about the purpose, scope of electrical codes, purpose and function of electrical components, selection and safe use of electrical instruments and electric and electron principles. They will also understand and be able to apply OHM's law including units and relationships.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Power Transmission Systems (MCH141) (3 credits)

A trades course designed to provide students with knowledge of power transmission systems such as belt drives, chains, gears, shafts and couplings.

Pumps, Valves, Piping and Compressors (MCH142) (3 credits)

In this course, the student will learn about the different applications, installation, maintenance and types of pumps, valves, piping, compressors and ancillary equipment.

Machine Shop Practical II (MCH145) (4 credits)

This course will continue to build on the study of shop machines, safety, and tool care, measurements and

layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, grinder, and milling machine, theory and practices, speeds, feeds, tapers, and threads.

Manufacturing Process (MCH244) (4 credits)

A job planning course to cover shop organization costing, routing and scheduling, various processes as to viability and methods including foundry processes, hard mould casting, die casting, plastics and rubbers, primary metal working, welding, forging and comparisons as to quality, economics and feasibility.

Bearings, Seals and Lubrication (MCH253) (2 credits)

Students will learn about selecting, installing and maintaining friction/plain and rolling element bearings and static and dynamic seals. They will learn to interpret ISO charts and bearing catalogues. Students will also learn about bearing lubricants and their proper application.

Rigging and Hoisting (RIG101) (2 credits)

This course is designed to provide the student with the knowledge and understanding of correct lifting and hoisting procedures and the safe use of all equipment.

Mechanical Techniques - Machine Shop

Section B.184
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4040)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Mechanical Techniques - Machine Shop (Machinist) program is designed to provide you with a strong foundation in the machinist trade.

As a student of this program, you will gain knowledge and hands-on skills with a wide variety of equipment including lathes, milling machines, and grinders, as well as precision measuring instruments to support the production and repair of components in a mechanical environment.

The provincial government estimates there will be a shortage of 350,000 people required for skilled trades by 2025. After only one year of study, you'll earn your Ontario College Certificate in Mechanical Techniques - Machine Shop and be ready for an in-demand skilled trades career.

PROGRAM OUTCOMES

A graduate of the Mechanical Techniques Program at Sault College will reliably demonstrate the ability to:

1. complete all work in compliance with current legislation, standards, regulations and guidelines.
2. contribute to the application of quality control and quality assurance procedures to meet organizational standards and requirements.
3. comply with current health and safety legislation, as well as organizational practices and procedures.
4. support sustainability best practices in workplaces.
5. use current and emerging technologies to support the implementation of mechanical and manufacturing projects.
6. troubleshoot and solve standard mechanical problems by applying mathematics and fundamentals of mechanics.
7. contribute to the interpretation and preparation of mechanical drawings and other related technical documents.
8. perform routine technical measurements accurately using appropriate instruments and equipment.
9. assist in manufacturing, assembling, maintaining and repairing mechanical components according to required specifications.
10. select, use and maintain machinery, tools and equipment for the installation, manufacturing and repair of basic mechanical components.

Reference

Ministry of Training, Colleges and Universities Mechanical Techniques Program Standards (MTCU 41007), September 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, and Grade 12 Foundations for College Math (C) MAP4C, or equivalent, or mature student status.

CAREER PATHS

The world is looking for a skilled craftsperson like you. Let's show them what you're made of.

The 1-year Mechanical Techniques – Machine Shop (Machinist) program will give you the skills needed to produce and repair custom parts for machinery across various industries including automotive, mining and aviation (to name a few). Graduates of this program can pursue an apprenticeship or continue further education in the trade.

Get hands-on in our advanced labs by industry-trained instructors and participate in extensive training on machining equipment and manual machines.

Gain essential skills in:

- Operating precision tools including lathes, milling machines and grinders
- Precision measuring instruments
- Technical mathematics
- Manufacturing techniques

If you're interested in getting the job done, you will find it here.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I
DRF105-3 Drafting and Blueprint Reading
ENV102-3 Industrial Health and Safety
MCH121-3 Machine Shop Theory and Measurement
MCH134-2 Materials and Fasteners
MCH144-4 Machine Shop Practical I
MTH151-3 Mathematics
WLD121-2 Welding

SEMESTER 2

ELR111-1 Electric and Electronic Controls
GEN100-3 Global Citizenship
MCH141-3 Power Transmission Systems
MCH142-3 Pumps, Valves, Piping and Compressors
MCH145-4 Machine Shop Practical II
MCH244-4 Manufacturing Process
MCH253-2 Bearings, Seals and Lubrication
MET207-3 Metallurgy

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drafting and Blueprint Reading (DRF105) (3 credits)

In a hands-on environment students will learn blueprint reading, geometric dimensioning and tolerancing (G.D. & T.) and be introduced to AutoCAD. The course will commence with skill development in blueprint reading. These skills shall be applied to the machinist's trade and related areas. New information has been added to explain computer-aided design, new dimensioning practices, and assembly drawing interpretation. Using common shop terminology, industrial prints will be interpreted. G.D. & T. includes reading dimensional drawings in fractions, decimals and in metric units. AutoCAD is taught so that upon completion students can create computerized, mechanical drawings.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Machine Shop Theory and Measurement (MCH121) (3 credits)

This course is designed to give the students an understanding of the theoretical aspects of machining and manufacturing including feeds, speeds, threading and gear cutting formulas. This course is also designed to strengthen the student's ability to measure and inspect to precise tolerances. Tools using micrometer and vernier scales for linear and angular measurement will be used. There will be a basic introduction to Statistical Process Control (SPC), including interpretation and recording of data.

Materials and Fasteners (MCH134) (2 credits)

To provide students with a working knowledge of the theory behind the procedures that are used in the heat treating and machining of carbon steels, aluminum and its alloys. Practical lab/shop activities will be used to enhance and/or demonstrate theoretical concepts where possible.

Machine Shop Practical I (MCH144) (4 credits)

A study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, shapers, grinder, and milling machine, theory and practices, speeds, feeds, tapers, threads.

Mathematics (MTH151) (3 credits)

In this course, emphasis will be placed on teaching mathematics at a level that will help the student in the Machining trade. Some theoretical concepts and topics in algebra, geometry and trigonometry will be covered. These concepts and topics will be reinforced by the use of practical problems to make the current topic relevant to the students' needs.

Welding (WLD121) (2 credits)

A trades curriculum that has been designed to provide students with a combination of theoretical knowledge and hands-on skill in relation to the safe use and operation of both OFG/SMA welding, cutting and heating equipment.

Semester 2**Electric and Electronic Controls (ELR111) (1 credits)**

This course will provide students with the basic knowledge of electric and electronic theory. Students will learn about the purpose, scope of electrical codes, purpose and function of electrical components, selection and safe use of electrical instruments and electric and electron principles. They will also understand and be able to apply OHM's law including units and relationships.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Power Transmission Systems (MCH141) (3 credits)

A trades course designed to provide students with knowledge of power transmission systems such as belt drives, chains, gears, shafts and couplings.

Pumps, Valves, Piping and Compressors (MCH142) (3 credits)

In this course, the student will learn about the different applications, installation, maintenance and types of pumps, valves, piping, compressors and ancillary equipment.

Machine Shop Practical II (MCH145) (4 credits)

This course will continue to build on the study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, grinder, and milling machine, theory and practices, speeds, feeds, tapers, and threads.

Manufacturing Process (MCH244) (4 credits)

A job planning course to cover shop organization costing, routing and scheduling, various processes as to viability and methods including foundry processes, sand mould casting, die casting, plastics and rubbers, primary metal working, welding, forging and comparisons as to quality, economics and feasibility.

Bearings, Seals and Lubrication (MCH253) (2 credits)

Students will learn about selecting, installing and maintaining friction/plain and rolling element bearings and static and dynamic seals. They will learn to interpret ISO charts and bearing catalogues. Students will also learn about bearing lubricants and their proper application.

Metallurgy (MET207) (3 credits)

A combination of lab and theory designed to provide Mechanical Drafting Technicians with the basics of metallurgy. More specifically, it deals with the production of iron and steel; heat treating methods and surface treatments; the shaping and forming of metal; as well as the properties of metals.

Mechanical Techniques - Millwright (Fort Frances)

Section B.185
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (5092)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Machines make our lives easier, but only if they're working. And that's where you come in. Thanks! The Mechanical Techniques - Industrial Maintenance (Millwright) program is designed for individuals interested in a rewarding career in mechanical trades. This program allows you to develop the skills, knowledge and theory of machine fabrication and installation, repair and maintenance of industrial machinery. Graduates of this program can pursue an apprenticeship or continue further education in the trade.

Gain the hands-on experience needed to succeed in your career alongside industry-trained instructors. And do it all on modern equipment you'll find in the workplace (our labs are super cool!).

- Drafting and blueprint reading
- Precision measuring
- Installing and troubleshooting systems
- Welding
- Rigging and hoisting

These are just some of the essential skills you'll graduate with.

Industrial mechanics (millwrights) are in-demand in manufacturing plants, with utilities, and other industrial organizations maintaining, repairing, and installing equipment.

If you love to keep things running smoothly, you'll find it at Sault College.

PROGRAM OUTCOMES

A graduate of the Mechanical Techniques Program at Sault College will reliably demonstrate the ability to:

1. complete all work in compliance with current legislation, standards, regulations and guidelines.
2. contribute to the application of quality control and quality assurance procedures to meet organizational standards and requirements.
3. comply with current health and safety legislation, as well as organizational practices and procedures.
4. support sustainability best practices in workplaces.
5. use current and emerging technologies to support the implementation of mechanical and manufacturing projects.
6. troubleshoot and solve standard mechanical problems by applying mathematics and fundamentals of mechanics.
7. contribute to the interpretation and preparation of mechanical drawings and other related technical documents.
8. perform routine technical measurements accurately using appropriate instruments and equipment.
9. assist in manufacturing, assembling, maintaining and repairing mechanical components according to

required specifications.

10. select, use and maintain machinery, tools and equipment for the installation, manufacturing and repair of basic mechanical components.

Reference

Ministry of Training, Colleges and Universities Mechanical Techniques Program Standards (MTCU 41007), September 2010.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma with Grade 12 English (C) ENG4C, and Grade 12 Foundations for College Math (C) MAP4C, or equivalent, or mature student status.

CAREER PATHS

As a graduate of this certificate program, you can work in entry-level positions in a broad range of employment settings in the manufacturing industry, in both large and small organizations. Industrial mechanics/millwrights work in manufacturing plants, utilities, and other industrial organizations maintaining, repairing and installing equipment.

You may also pursue further education or apprenticeship training. If you wish to pursue an apprenticeship, you should contact the local office of the Ministry of Colleges & Universities, Apprenticeship Branch at 705.945.6815.

Industrial Mechanic/Millwrights perform some or all of the following duties:

- Read blueprints, diagrams and schematic drawings.
- Install, align, dismantle and move stationary industrial machinery and mechanical equipment.
- Operate hoisting and lifting devices.
- Inspect and examine machinery and equipment to detect and investigate irregularities and malfunctions.
- Install, troubleshoot and maintain power transmission, vacuum, hydraulic and pneumatic systems.
- Adjust machinery and repair or replace defective parts.
- Operate machine tools such as lathes and milling machines to fabricate parts required during overhaul, maintenance or set-up of machinery.
- Clean, lubricate and perform other routine maintenance work on machinery.
- Assemble machinery and equipment prior to installation using hand and power tools and welding equipment.

OTHER INFORMATION

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM115-3 Communications I

DRF105-3 Drafting and Blueprint Reading

ENV102-3 Industrial Health and Safety

GEN100-3 Global Citizenship

MCH121-3 Machine Shop Theory and Measurement
MCH134-2 Materials and Fasteners
MCH144-4 Machine Shop Practical I
MTH151-3 Mathematics

SEMESTER 2

ELR111-1 Electric and Electronic Controls
MCH141-3 Power Transmission Systems
MCH142-3 Pumps, Valves, Piping and Compressors
MCH145-4 Machine Shop Practical II
MCH244-4 Manufacturing Process
MCH253-2 Bearings, Seals and Lubrication
RIG101-2 Rigging and Hoisting
WLD121-2 Welding

Course Descriptions

Semester 1

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Drafting and Blueprint Reading (DRF105) (3 credits)

In a hands-on environment students will learn blueprint reading, geometric dimensioning and tolerancing (G.D. & T.) and be introduced to AutoCAD. The course will commence with skill development in blueprint reading. These skills shall be applied to the machinist's trade and related areas. New information has been added to explain computer-aided design, new dimensioning practices, and assembly drawing interpretation. Using common shop terminology, industrial prints will be interpreted. G.D. & T. includes reading dimensional drawings in fractions, decimals and in metric units. AutoCAD is taught so that upon completion students can create computerized, mechanical drawings.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Machine Shop Theory and Measurement (MCH121) (3 credits)

This course is designed to give the students an understanding of the theoretical aspects of machining and manufacturing including feeds, speeds, threading and gear cutting formulas. This course is also designed to

strengthen the student's ability to measure and inspect to precise tolerances. Tools using micrometer and vernier scales for linear and angular measurement will be used. There will be a basic introduction to Statistical Process Control (SPC), including interpretation and recording of data.

Materials and Fasteners (MCH134) (2 credits)

To provide students with a working knowledge of the theory behind the procedures that are used in the heat treating and machining of carbon steels, aluminum and its alloys. Practical lab/shop activities will be used to enhance and/or demonstrate theoretical concepts where possible.

Machine Shop Practical I (MCH144) (4 credits)

A study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, shapers, grinder, and milling machine, theory and practices, speeds, feeds, tapers, threads.

Mathematics (MTH151) (3 credits)

In this course, emphasis will be placed on teaching mathematics at a level that will help the student in the Machining trade. Some theoretical concepts and topics in algebra, geometry and trigonometry will be covered. These concepts and topics will be reinforced by the use of practical problems to make the current topic relevant to the students' needs.

Semester 2

Electric and Electronic Controls (ELR111) (1 credits)

This course will provide students with the basic knowledge of electric and electronic theory. Students will learn about the purpose, scope of electrical codes, purpose and function of electrical components, selection and safe use of electrical instruments and electric and electron principles. They will also understand and be able to apply OHM's law including units and relationships.

Power Transmission Systems (MCH141) (3 credits)

A trades course designed to provide students with knowledge of power transmission systems such as belt drives, chains, gears, shafts and couplings.

Pumps, Valves, Piping and Compressors (MCH142) (3 credits)

In this course, the student will learn about the different applications, installation, maintenance and types of pumps, valves, piping, compressors and ancillary equipment.

Machine Shop Practical II (MCH145) (4 credits)

This course will continue to build on the study of shop machines, safety, and tool care, measurements and layout, bench work and hand tools, material identification, heat treatment and testing, basic lathe, saws, drill presses, grinder, and milling machine, theory and practices, speeds, feeds, tapers, and threads.

Manufacturing Process (MCH244) (4 credits)

A job planning course to cover shop organization costing, routing and scheduling, various processes as to viability and methods including foundry processes, sand mould casting, die casting, plastics and rubbers, primary metal working, welding, forging and comparisons as to quality, economics and feasibility.

Bearings, Seals and Lubrication (MCH253) (2 credits)

Students will learn about selecting, installing and maintaining friction/plain and rolling element bearings and static and dynamic seals. They will learn to interpret ISO charts and bearing catalogues. Students will also learn about bearing lubricants and their proper application.

Rigging and Hoisting (RIG101) (2 credits)

This course is designed to provide the student with the knowledge and understanding of correct lifting and hoisting procedures and the safe use of all equipment.

Welding (WLD121) (2 credits)

A trades curriculum that has been designed to provide students with a combination of theoretical knowledge and hands-on skill in relation to the safe use and operation of both OFG/SMA welding, cutting and heating equipment.

Metal Fabrication Technician

Section B.186
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4051)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

The Metal Fabrication Technician (metal fabricator/fitter) program will teach you fundamental fabricating and welding techniques. Gain a broad range of essential skills needed for the preparation, fitting and joining of welded fabrications.

In our state-of-the-art labs, you will develop welding skills using top of the line equipment found in today's workplaces including:

- Shielded Metal Arc Welder (SMAW or stick welder)
- Gas Metal Arc Welder (GMAW or MIG welder)
- Gas Tungsten Arc Welder (GTAW or TIG welder)
- Flux Cored Arc Welder (FCAW)

Learn how to safely and effectively lay out and build the parts needed for large projects like bridges, buildings, towers and platforms. You will also learn how to construct and repair steel stairs, boilers, tanks, chutes, hoppers, stacks, and other steel structures.

Instructors focus on a balance of theoretical and hands-on learning, allowing you to best understand the essential aspects of the trade while developing the hand skills to help you dominate in your field.

If you love to shape the world around you, you will find it here.

PROGRAM OUTCOMES

A graduate of the Metal Fabrication Technician Program at Sault College will reliably demonstrate the ability to:

1. Interpret blueprints and produce basic drawings and bills of materials.
2. Apply knowledge of various welding and metal cutting techniques and theories to produce components and sub-assemblies.
3. Prepare materials by utilizing fabrication machinery and equipment.
4. Create and use patterns and templates using common layout and measuring tools.
5. Understand and use a variety of destructive and non-destructive methods to test welds.
6. Develop project plans relating to component and sub-assembly production.
7. Complete all work in compliance with health and safety legislation and prescribed organizational practices and procedures to ensure safety of self and others.
8. Work responsibly and effectively in accordance with government safety regulations, manufacturers recommendations and approved industry standards.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

As a successful graduate of our Metal Fabrication program, you may find work in a wide range of exciting places of employment across the globe or close-to-home.

Small and large construction and manufacturing industries continually seek out metal fabricators (welder-fitters) to join their teams.

After you have successfully learned with us, you will be able to:

- perform a large number of welding processes and metal-cutting techniques safely, including stick/shielded metal arc welding, mig/gas-metal arc welding, and tig/gas-tungsten arc welding, among others;
- interpret and develop drawings, field sketches, project plans, and bills of materials for welding projects following codes and specifications;
- understand and use a variety of methods to test welds;
- apply knowledge of various welding and metal cutting techniques and theories to produce components and sub-assemblies;
- create and use patterns and templates using layout and measuring tools and techniques; and
- prepare materials by using cutting-edge computer numerically-controlled (CNC) equipment.

Once you have successfully completed your studies, you may have the opportunity to test on-site with the Canadian Welding Bureau (CWB) for your welding performance qualifications/certified ticket at an additional cost to you.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Corey Garson, corey.garson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I

MTF101-3 Applied Blueprint Reading

MTF102-3 Welding Theory 1

MTF105-2 GAS Shielded Semi-Automatic Welding 1

MTF107-4 Shield Metal Arc Welding I

MTF108-2 Trade Practices

MTF109-2 Oxy Fusion and Braze Welding

SEMESTER 2

MTF131-3 Fabrication 1
MTF132-2 GAS Tungsten Arc Welding (GTAW) 1
MTF133-2 Machine Operations
MTF137-3 Shielded Metal Arc (SMAW) Welding 2
MTF139-1 Thermal Cutting
MTF140-3 Blueprint Reading - Advanced
MTF141-3 Materials and Process Quality
MTF142-3 Semiautomatic Welding

SEMESTER 3

MTF201-5 Fabrication 2
MTF207-2 Pattern and Template Development 1
MTF209-3 Project Planning and Installation
MTF210-2 Shielded Metal Arc Welding - Advanced
MTF211-5 Assembly and Fabrication of Detailed Components
GEN100-3 Global Citizenship

SEMESTER 4

MTF235-3 Pattern and Template Development 2
MTF236-8 Field Fitting and Layout
MTF237-2 Automated Cutting
MTF238-2 Blueprints and Patterns
TNY130-3 Technology in Society

Select one of the following:

GEN110: Student Selected General Education

Note: *This student-selected general education course code indicates a general-education course is taken in this semester. Students will choose from a selection of courses ([details](#)) prior to the semester in which the student-selected general education course is to be taken.

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Applied Blueprint Reading (MTF101) (3 credits)

Perform drawings, common views, and basic drafting and sketching operations as applied to the welder/fabricator programs.

Welding Theory 1 (MTF102) (3 credits)

Describe the functions and controls of welding power sources in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

GAS Shielded Semi-Automatic Welding 1 (MTF105) (2 credits)

Describe the fundamentals, construction features and consumables of the Gas Metal Arc Welding (GMAW) process in accordance with government safety regulations, manufacturer's recommendations and

approved industry standards.

Shield Metal Arc Welding I (MTF107) (4 credits)

In this course, students are taught the processes of shielded metal arc welding (SMAW), including how to safely set up, use and maintain equipment operated in this type of welding. It will also cover how to select filler metals/electrodes needed to suit base metal for welding. Proper techniques on how to weld in the flat and horizontal positions are also developed throughout the course.

Trade Practices (MTF108) (2 credits)

This course helps students develop trade math skills related to welding. It offers a review of basic operations with topics covered including whole numbers, fractions and decimals, and progresses through measurements, area and volume calculations, and angular development, to finish with a section on bends, stretch-outs, economical layout, and take-offs

Oxy Fusion and Braze Welding (MTF109) (2 credits)

This course teaches students how to safely set up Oxyfuel equipment, how to safely use the equipment, torch cut various thickness of metal materials, fusion weld with or without filler metal, and braze. Techniques needed to weld and cut, will develop hand eye skills required to be a welder.

Semester 2

Fabrication 1 (MTF131) (3 credits)

Plan and perform practical fitting projects in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

GAS Tungsten Arc Welding (GTAW) 1 (MTF132) (2 credits)

Perform welding procedures using Gas Tungsten Arc Welding (GTAW) process in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Machine Operations (MTF133) (2 credits)

Use fabrication equipment for forming plate and structural shapes in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Shielded Metal Arc (SMAW) Welding 2 (MTF137) (3 credits)

Perform CWB T class 1G, 2G (Flat and horizontal open root) positions, in accordance with government safety regulations and approved industry standards with a focus of meeting or exceeding the CAS test requirements.

Thermal Cutting (MTF139) (1 credits)

In this course, students will learn the equipment and skills behind a number of main thermal cutting processes, including Plasma Arc Cutting and Air Carbon Arc Cutting. A review and more detailed cuts using Oxyfuel cutting is also included in the course.

Blueprint Reading - Advanced (MTF140) (3 credits)

This course builds upon the skills developed in the first level of blueprint reading. Students will learn more in-depth practices related to the reading of Isometric and orthographic blueprints and complex drawings of structures needing to be built, repaired or modified, that involve welding and fitting.

Materials and Process Quality (MTF141) (3 credits)

This course deals mainly with how metals are affected by welding. To be a competent welder, a good

understanding of the materials being welded is needed as well as the processes and procedures required to produce sound, reliable welds. A thorough study of the mechanical and physical properties of metals is then followed by presentations that explain how metals are affected by forming and the application of welding heat. Safety precautions will be discussed, along with welding codes and standards. Topics range from Welding Metallurgy and Weldability of Metals to Testing and Inspection of Welds and Welder Certification.

Semiautomatic Welding (MTF142) (3 credits)

This course will cover the continuation of Gas Metal Arc Welding, equipment, set-up and a variation of gases as well as completing the two remaining positions: vertical and overhead welding. It will also cover the skills involved with welding Metal Core and Flux Core Arc Welding.

Semester 3

Fabrication 2 (MTF201) (5 credits)

Prepare fabrication and detail materials by utilizing machinery and equipment in accordance with government regulations, manufacturer's recommendations and specifications, and approved industry standards.

Pattern and Template Development 1 (MTF207) (2 credits)

This course takes students through a step-by-step process on accurately laying out a template to be used for accurately completing projects. Techniques for the coping, bending, and rolling of metals are all covered. Each template is created using drafting and blueprint-reading skills for appropriately-sized templates as they relate to specific material size.

Project Planning and Installation (MTF209) (3 credits)

This course will teach students how to map out the requirements needed for the successful implementation of projects. A variety of jobs will be presented including both small and large or complex ones will be covered. Student will develop skills in material estimates required for projects, as well as timeline and labour resource estimates, including the number of hours required to complete jobs undertaken. Pre-job planning for installations in the field or on-site will also be covered.

Shielded Metal Arc Welding - Advanced (MTF210) (2 credits)

This course revisits the skills presented in introductory-level courses involving shielded metal arc welding. It provides students with additional time in the shop to finish projects they may have started in the first two courses, with a focus on reinforcing the skills they have learned so that their applied skills are strengthened. Once students demonstrate mastery of these basic techniques, they will be introduced to t-class open route welding of plates as well as begin working on pipe welding.

Assembly and Fabrication of Detailed Components (MTF211) (5 credits)

In this course, students will build small, intricate projects that use various methods of connections as well as detailed lay-out and fitting to better understand the complexity of structures. A variety of tacking techniques as well as methods of forming and bending various structural materials working off of complex blueprints is also covered.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social

injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 4

Pattern and Template Development 2 (MTF235) (3 credits)

In this course students will be taught how to develop and layout templates and patterns, through the interpretation of drawings, using common layout and measuring tools, applying shop formulas and performing calculations to ensure the accuracy and functionality to meet the tolerances specified in the blueprints and specifications of the manufactured item.

Field Fitting and Layout (MTF236) (8 credits)

This course is designed to incorporate all skills that students have obtained in Fabrication 1 & 2 demonstrate the skills to assemble various structures using bending, forming, shaping, tacking and welding procedures. Students will also take the role of a business and will be required to receive a verbal order, provide cost of job, submit the required materials, build entire assembly and produce full blueprints for all parts required.

Automated Cutting (MTF237) (2 credits)

Students will be learning top of the line CNC (Coordinate Numerical Controlled) equipment as well as coordinate drive track cutter. Each will be taught how to properly operate desk CNC software, complete start-up sequence, verify material and plasma components to produce quality parts.

Blueprints and Patterns (MTF238) (2 credits)

Students are to use skills developed in applied blueprint reading and Advanced Blueprinting classes, to produce a complete drawing package. Drawings to include Assembly, Shop prints, detailed views of each component and field sketches overall material and cutting list. This complete set of drawings will correspond to the individual shop project students are to build in Field Fitting and Layout.

Technology in Society (TNY130) (3 credits)

This course will introduce students to the impact that technological change has on society. Illustrations and examples will be drawn from the students discipline. Potential topics include the social and economic impact of new technology, responsibilities and ethics, privacy, liability and technology-based crime, and emerging trends.

It is designed to provide students from varied programs and backgrounds with a particularly relevant and timely appreciation of the impact technology and technological advances have made on every aspect of society. Technology and its implementation in society have strengths, weaknesses, opportunities and threats. This course investigates the social, legal, and ethical issues the use of technology raises.

Open Educational Resources are being utilized for the content of this course. Several media types are used such as video, articles, URL links, etc.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Motive Power Fundamentals - Automotive Repair

Section B.187
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4041)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Cars are more than a hobby to you; they're a way of life. With a state-of-the-art motive power centre, you'll have the tools and training necessary to take your passion as a mechanic to the next level. Let's go!

Through our Motive Power Fundamentals – Automotive Repair program, you gain valuable hands-on experience building, diagnosing and repairing a wide variety of cars and trucks.

Learn how to inspect and test automotive engine components and systems, electrical, electronic and emission components and systems, drive train, suspension and steering components and systems, and brake components and systems.

You will use a variety of test equipment to assess basic automotive electronic circuits, vehicle systems and subsystems, and apply knowledge of automotive hydraulics and pneumatics to the testing and inspection of basic motive power systems and subsystems.

The unique layout of our classrooms simulates the actual workplace to give you real-world practise as an automotive technician and make it easy to transfer your skills to the shop. Pretty cool, eh? You'll also learn all of the ins and outs of the service business along the way.

What to learn how to become a mechanic? Do it all in 25,000 square feet of Amazing!

In our 25,000 square foot Motive Power Centre, with an additional 8,000 square feet of classroom space, there is plenty of room to learn and experience live, real-world scenarios.

Experience our electronic classroom learning environment and use software simulations and hardware trainers to learn high tech concepts. Instructors and students can work together by screen sharing technologies to create a collaborative work environment.

If the real you likes to make things move fast, you will find it here.

PROGRAM OUTCOMES

A graduate of the Motive Power Fundamentals Program at Sault College will reliably demonstrate the ability to:

1. identify basic motive power system problems by using critical thinking skills and strategies and by applying fundamental knowledge of motor vehicle operation, components, and their interrelationships.
2. identify, inspect, and test basic engine components and systems in compliance with manufacturers recommendations.
3. identify, inspect, and test basic electrical, electronic, and emission components and systems in compliance with manufacturers recommendations.
4. identify, inspect, and test basic drive train components and systems in compliance with manufacturers recommendations.

5. identify, inspect, and test basic suspension, steering, and brake components and systems in compliance with manufacturers recommendations.
6. disassemble and assemble components to required specifications by applying workshop skills and knowledge of basic shop practices.
7. use a variety of test equipment to assess basic electronic circuits, vehicle systems, and subsystems.
8. apply basic knowledge of hydraulics and pneumatics to the testing and inspection of basic motive power systems and subsystems.
9. communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards.
10. use information technology and computer skills to access data concerning repair procedures and manufacturers updates.
11. prepare logs, records, and documentation to appropriate standards.
12. apply business practices and communication skills to improve customer service.
13. develop and use personal and professional strategies and plans to improve professional growth, job performance, and work relationships.
14. complete all assigned work in compliance with occupational, health, safety, and environmental law; established policies and procedures; codes and regulations; and in accordance with ethical principles.

Reference

Ministry of Training, Colleges and Universities Motive Power Fundamentals Program Standards (MTCU 46405), August 2003.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma or mature student status.

CAREER PATHS

You will be competent to perform basic automotive maintenance and repair procedures. Potential job opportunities for graduates of this certificate program would include: general garage worker, automotive service technician apprentice and parts and service counter personnel.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Get a sound understanding of today's vehicles including electrical and electronic systems. Our automotive diagnostic lab allows you to develop your much needed expertise in technical and diagnostic and problem solving skills.

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
GEN100-3 Global Citizenship
MPF100-4 Basic Electricity
MPF101-5 Engines
MPF102-2 Motive Power Information Technology
MPF103-6 Work Practices

SEMESTER 2

MPF120-2 Automotive Suspension
MPF121-2 Automotive Vehicle Systems Maintenance
MPF122-4 Brakes
MPF123-3 Electrical II
MPF124-5 Fuel Systems
MPF127-4 Motive Power Drive Train Systems
MPF131-3 Motive Power Environmental Technology

PROGRAM OF STUDY NOTES

Note: Several courses in this program are taught in 8-week blocks to facilitate student success.

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Basic Electricity (MPF100) (4 credits)

In this course, you will be introduced to the basics of electricity and how it can be applied to Heavy Equipment, Truck Coach and Automotive industry. You will be able to identify inspect and test basic

electrical and electronic components. Inspect and test batteries, starters and AC charging systems relating to motive power industry.

Engines (MPF101) (5 credits)

The internal combustion engine course has been designed to give you a sound working knowledge of the construction, operating principles, testing and servicing of gasoline and diesel engine assemblies and accessory drive systems. It will also give them the opportunity to dismantle short block assemblies for testing and inspection. Engine lubrication and cooling system construction and testing methods will also be discussed following manufacturers maintenance recommendations. Engine removal and installation procedures will be studied at this time including safe lifting and start up procedures.

Motive Power Information Technology (MPF102) (2 credits)

This course is designed to provide you with the computer skills required to access trade related electronic service information, process information effectively, communicate on the web and produce documentation. Students will be introduced to variety software applications commonly utilized in the Motive Power industry. Fundamental personal computer components and operation will be covered.

Work Practices (MPF103) (6 credits)

Upon successful completion of this course, you will be able to describe the legal responsibilities of employees and employers relating to safe work practices, protection of the environment, and operation of lifting rigging, and blocking equipment according to government safety and environmental legislation, be able to use precision measuring tools, be able to perform fastening device installation and removal procedures, be able to describe the repair procedures for bearings, seals, and sealants, be able to identify and perform proper cleaning methods, be able to select and use proper hand tools including electric and pneumatic tools and be able to identify and perform proper lifting techniques using powered lift trucks and all in accordance to and following manufacturers` recommended procedures, government regulations and safe work practices.

Semester 2

Automotive Suspension (MPF120) (2 credits)

This course deals with the study and interrelationship of essential basic fundamentals, composition, construction and operating principles of automotive suspension and steering and systems. You will also inspect and test suspension and steering assemblies using manufacture maintenance procedures.

Automotive Vehicle Systems Maintenance (MPF121) (2 credits)

This course is an automotive workplace preparation course. You will perform entry level automotive maintenance tasks. Topics will include: vehicle component and systems identification, wheels and tires, vehicle lubrication and maintenance inspections, seasonal inspection programs and oil life and tire monitor system reset procedures. Work ethics and customer satisfaction will be stressed.

Brakes (MPF122) (4 credits)

This course deals with the study and interrelationship of essential basic fundamentals, composition, construction and operating principles of hydraulic and pneumatic brake systems. You will also inspect and service hydraulic and pneumatic brake assemblies using manufacturer`s maintenance procedures.

Electrical II (MPF123) (3 credits)

In this course, you will gain an understanding of Automotive and Heavy Duty electrical circuits, wiring diagrams, electro-magnetism and the use of applied test equipment. Construction and operating principles of starters and alternators will be discussed along with proper testing equipment and their uses. Electronic ignition system operation and design will be studied including manufacturer maintenance and diagnostic procedures.

Fuel Systems (MPF124) (5 credits)

In this course, you will learn the construction, operating principles, testing and service techniques used in

fuel systems including, fuel pumps, tanks , lines and sub-systems. Emission controls will be studied focusing on systems purpose and construction. You will also be introduced to electronic gasoline fuel injection and diesel fuel injection systems and electronic diesel fuel injection systems.

Motive Power Drive Train Systems (MPF127) (4 credits)

In this course, you will be introduced to manual transaxles, differentials and front wheel drive axle assemblies. They will also perform disassembly and reassemble of manual transaxles and differentials. Inspection of gear tooth contact patterns and tracing power flows will also be performed. Automatic transmissions will be introduced focusing on pump types, valves, torque converters and planetary gear sets both simple and compound. Student will also be introduced to specialized tools and equipment utilized in the repair of transmissions.

Motive Power Environmental Technology (MPF131) (3 credits)

Various applications and developments in the area of technology have an increasing impact on all aspects of human endeavour and have numerous social and economic implications. This course will examine the Motive Power industry and its effect on our environment and economy. You will study the fundamentals of new and emerging environmental technology such as: bio mass fuels, electric and hybrid vehicles. You will be exposed to emerging views and gain an understanding of the impact of the social characteristics of transportation technology and its relation to the environment. This course will explore the impacts of these concepts and practices on everyday life.

Motive Power Fundamentals - Heavy Equipment and Truck Repair

Section B.188
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (5085)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Heavy equipment is a driving force behind our biggest industries. And they need people like you to keep them running. We know you're up for the job!

The Motive Power Fundamentals - Heavy Equipment and Truck Repair prepares you for an exciting and in-demand career as a heavy equipment mechanic.

In this program, use equipment found in today's shops to assess electronic circuits, vehicle systems and subsystems, and apply knowledge of heavy equipment and truck hydraulics and pneumatics to the inspection and testing of equipment systems and subsystems.

You'll also learn to communicate effectively, diagnose and solve complex problems independently, use technology to collect and access important manufacturer data and apply successful business practices outside of the shop.

When you graduate, you'll be ready to put your skills to work as a diesel mechanic with motive power equipment manufacturers and dealers, mining companies and industrial, commercial and passenger vehicle manufacturers.

Learn in 25,000 square feet of Amazing!

In our 25,000 square foot Motive Power Centre, with an additional 8,000 square feet of classroom space, there is plenty of room to learn and experience live, real-world scenarios.

Experience our electronic classroom learning environment and use software simulations and hardware trainers to learn high tech concepts. Instructors and students can work together by screen sharing technologies to create a collaborative work environment.

PROGRAM OUTCOMES

A graduate of the Motive Power Fundamentals Program at Sault College will reliably demonstrate the ability to:

1. identify basic motive power system problems by using critical thinking skills and strategies and by applying fundamental knowledge of motor vehicle operation, components, and their interrelationships.
2. identify, inspect, and test basic engine components and systems in compliance with manufacturers recommendations.
3. identify, inspect, and test basic electrical, electronic, and emission components and systems in compliance with manufacturers recommendations.
4. identify, inspect, and test basic drive train components and systems in compliance with manufacturers recommendations.
5. identify, inspect, and test basic suspension, steering, and brake components and systems in

compliance with manufacturers recommendations.

6. disassemble and assemble components to required specifications by applying workshop skills and knowledge of basic shop practices.
7. use a variety of test equipment to assess basic electronic circuits, vehicle systems, and subsystems.
8. apply basic knowledge of hydraulics and pneumatics to the testing and inspection of basic motive power systems and subsystems.
9. communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards.
10. use information technology and computer skills to access data concerning repair procedures and manufacturers updates.
11. prepare logs, records, and documentation to appropriate standards.
12. apply business practices and communication skills to improve customer service.
13. develop and use personal and professional strategies and plans to improve professional growth, job performance, and work relationships.
14. complete all assigned work in compliance with occupational, health, safety, and environmental law; established policies and procedures; codes and regulations; and in accordance with ethical principles.

Reference

Ministry of Training, Colleges and Universities Motive Power Fundamentals Program Standards (MTCU 46405, August 2003)

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma or mature student status.

CAREER PATHS

As a graduate, you will be competent to perform basic Truck and Coach and Heavy Equipment maintenance and repair procedures. Potential job opportunities for graduates of this certificate program would include: general garage worker, Truck and Coach Apprentice, Heavy Equipment Apprentice and parts and service counter personnel.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
GEN100-3 Global Citizenship
MPF100-4 Basic Electricity
MPF101-5 Engines
MPF102-2 Motive Power Information Technology
MPF103-6 Work Practices

SEMESTER 2

MPF122-4 Brakes
MPF123-3 Electrical II
MPF124-5 Fuel Systems
MPF125-1 Fluid Power Systems
MPF126-1 Heavy Duty Vehicle Systems Maintenance
MPF127-4 Motive Power Drive Train Systems
MPF129-1 Truck Coach Chassis and Suspension Systems
MPF130-1 Truck Coach Vehicle Systems Maintenance
MPF131-3 Motive Power Environmental Technology

PROGRAM OF STUDY NOTES

Note: Several courses in this program are taught in 8-week blocks to facilitate student success.

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to 'Be the Change'. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Basic Electricity (MPF100) (4 credits)

In this course, you will be introduced to the basics of electricity and how it can be applied to Heavy Equipment, Truck Coach and Automotive industry. You will be able to identify inspect and test basic electrical and electronic components. Inspect and test batteries, starters and AC charging systems relating

to motive power industry.

Engines (MPF101) (5 credits)

The internal combustion engine course has been designed to give you a sound working knowledge of the construction, operating principles, testing and servicing of gasoline and diesel engine assemblies and accessory drive systems. It will also give them the opportunity to dismantle short block assemblies for testing and inspection. Engine lubrication and cooling system construction and testing methods will also be discussed following manufacturers maintenance recommendations. Engine removal and installation procedures will be studied at this time including safe lifting and start up procedures.

Motive Power Information Technology (MPF102) (2 credits)

This course is designed to provide you with the computer skills required to access trade related electronic service information, process information effectively, communicate on the web and produce documentation. Students will be introduced to variety software applications commonly utilized in the Motive Power industry. Fundamental personal computer components and operation will be covered.

Work Practices (MPF103) (6 credits)

Upon successful completion of this course, you will be able to describe the legal responsibilities of employees and employers relating to safe work practices, protection of the environment, and operation of lifting rigging, and blocking equipment according to government safety and environmental legislation, be able to use precision measuring tools, be able to perform fastening device installation and removal procedures, be able to describe the repair procedures for bearings, seals, and sealants, be able to identify and perform proper cleaning methods, be able to select and use proper hand tools including electric and pneumatic tools and be able to identify and perform proper lifting techniques using powered lift trucks and all in accordance to and following manufacturers` recommended procedures, government regulations and safe work practices.

Semester 2

Brakes (MPF122) (4 credits)

This course deals with the study and interrelationship of essential basic fundamentals, composition, construction and operating principles of hydraulic and pneumatic brake systems. You will also inspect and service hydraulic and pneumatic brake assemblies using manufacturer`s maintenance procedures.

Electrical II (MPF123) (3 credits)

In this course, you will gain an understanding of Automotive and Heavy Duty electrical circuits, wiring diagrams, electro-magnetism and the use of applied test equipment. Construction and operating principles of starters and alternators will be discussed along with proper testing equipment and their uses. Electronic ignition system operation and design will be studied including manufacturer maintenance and diagnostic procedures.

Fuel Systems (MPF124) (5 credits)

In this course, you will learn the construction, operating principles, testing and service techniques used in fuel systems including, fuel pumps, tanks , lines and sub-systems. Emission controls will be studied focusing on systems purpose and construction. You will also be introduced to electronic gasoline fuel injection and diesel fuel injection systems and electronic diesel fuel injection systems.

Fluid Power Systems (MPF125) (1 credits)

Upon successful completion of this course, Fundamentals of Fluid Power Systems, you will be able to perform basic calculations of pressure, force, and area using Imperial and System International (S.I.) measurement, be able to interpret basic hydraulic and pneumatic system schematics and symbols, be able to explain the operation of basic hydraulic and pneumatic components, be able to describe the different types of hydraulic fluids and their applications, be able to describe the inspection and testing procedures for hydraulic and pneumatic conductors and fittings, be able to describe a regularly scheduled maintenance service all following manufacturers` recommendations for hydraulic and pneumatic systems,

government regulations and safe work practices.

Heavy Duty Vehicle Systems Maintenance (MPF126) (1 credits)

Upon successful completion of this course, Heavy Duty Equipment Vehicle Systems, you will be able to identify and describe the various types of Off Road Equipment Design types and styles, be able to identify and describe the fundamental basics of crawler type undercarriages, be able identify and describe the various methods of Steering Systems as used on Off Road Heavy Duty Equipment, be able to identify and describe the various types and styles of Ground Engaging Implements as used on Heavy Duty Off Road Equipment. Upon successful completion the student will be able to explain, describe and perform inspection and testing procedures of/to Heavy Duty Equipment Vehicle Systems and be able to describe and perform regularly scheduled maintenance, all following manufacturers` recommendations, government regulations and safe work practices.

Motive Power Drive Train Systems (MPF127) (4 credits)

In this course, you will be introduced to manual transaxles, differentials and front wheel drive axle assemblies. They will also perform disassembly and reassemble of manual transaxles and differentials. Inspection of gear tooth contact patterns and tracing power flows will also be performed. Automatic transmissions will be introduced focusing on pump types, valves, torque converters and planetary gear sets both simple and compound. Student will also be introduced to specialized tools and equipment utilized in the repair of transmissions.

Truck Coach Chassis and Suspension Systems (MPF129) (1 credits)

You will learn the different types of truck and trailer chassis used in fifth wheel truck and trailer configurations for short haul and long haul applications involved in both on road and off-road applications. This will include the use of fifth wheel hook ups, converter dollies, and trailer dolly applications. You will learn about truck and trailer frames and types of suspensions used to support and carry the loads for different duty applications involved in short haul, long haul and construction applications. You will also learn about the different types of tires and rims used in the trucking industry and how to properly remove and reinstall onto the different truck and trailer applications. Students will be taught to diagnose and repair chassis and suspension system failures and problems according to the manufacturer's procedures.

Truck Coach Vehicle Systems Maintenance (MPF130) (1 credits)

You will learn the procedures for servicing truck and coach vehicle systems for the purpose of routine maintenance. This will involve servicing of the truck, bus or tractor and trailer combination vehicles on a monthly maintenance schedule. You will perform engine and power train lubrication fluid inspections and changes, as well as lubrication to chassis steering and suspension components and inspections of brake and brake adjustment systems. You will be required to record data from such vehicles and equipment into the service records similar to that used by trucking and bussing companies and fleets. This will include the creation and setup of such programs that could be adapted to electronic files and storage as so commonly used today. All servicing of this nature would be conducted by using proper safety and maintenance procedures as outline in the proper manufacturer service manuals.

Motive Power Environmental Technology (MPF131) (3 credits)

Various applications and developments in the area of technology have an increasing impact on all aspects of human endeavour and have numerous social and economic implications. This course will examine the Motive Power industry and its effect on our environment and economy. You will study the fundamentals of new and emerging environmental technology such as: bio mass fuels, electric and hybrid vehicles. You will be exposed to emerging views and gain an understanding of the impact of the social characteristics of transportation technology and its relation to the environment. This course will explore the impacts of these concepts and practices on everyday life.

Motive Power Technician - Advanced Repair

Section B.189
2025-07-02

Ontario College Diploma (2 Years - 4 Semesters) (4044)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Do you love the roar of an engine? Unique to the province of Ontario, the 2-year Motive Power Technician - Advanced Repair program gives you hands-on training in the assessment, maintenance and repair of cars, trucks and heavy equipment.

This program is designed to power up your career in the Motive Power industry by teaching you the wide range of skills needed to be successful in today's shops including:

- How to analyze, diagnose and solve motive power system problems
- Shop and parts management
- Service and repair of mobile refrigeration systems
- Communications
- Business development

Become an industry leader after you graduate!

industry-trained instructors teach you strategic approaches to automotive repair which will better position you for success as a graduate.

Learn in 25,000 square feet of Amazing!

In our 25,000 square foot Motive Power Centre, there is plenty of room to learn and experience live, real-world scenarios. Sault College's electronic classroom learning environment uses software simulations and hardware trainers to teach you high concepts found in the most advanced shops.

If the real you is driven to succeed, you will find it at Sault College.

PROGRAM OUTCOMES

A graduate of the Motive Power Technician Program at Sault College will reliably demonstrate the ability to:

1. analyze, diagnose, and solve various motive power system problems by using problem-solving and critical thinking skills and strategies and by applying fundamental knowledge of motor vehicle operation, components, and their interrelationships.
2. diagnose and repair climate control systems in compliance with manufacturers recommendations.
3. diagnose and repair engine systems in compliance with manufacturers recommendations.
4. diagnose and repair electrical, electronic, personal safety, and emission components and systems in compliance with manufacturers recommendations.
5. diagnose and repair drive train components and systems in compliance with manufacturers recommendations.
6. diagnose and repair suspension, steering, and brake components and systems in compliance with manufacturers recommendations.

7. disassemble and assemble components to required specifications by applying workshop skills and knowledge of basic shop practices.
8. select and use a variety of troubleshooting techniques and test equipment to assess electronic circuits, vehicle systems, and subsystems.
9. apply knowledge of hydraulics and pneumatics to the testing and analysis of motive power systems and subsystems.
10. communicate information effectively, credibly, and accurately by producing supporting documentation to appropriate standards.
11. use information technology and computer skills to support work in a motive power environment.
12. prepare, support, maintain, and communicate data from log, record, and documentation systems.
13. apply business practices, project management skills, and communication skills to improve customer service.
14. assist in quality-control and quality-assurance programs and procedures.
15. develop and use personal and professional strategies and plans to improve professional growth, job performance, and work relationships.
16. complete all assigned work in compliance with occupational, health, safety, and environmental law; established policies and procedures; codes and regulations; and in accordance with ethical principles.

Reference

Ministry of Training, Colleges and Universities Motive Power Fundamentals Program Standards (MTCU 56405), August 2003.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma or mature student status. Missing any requirements? Get them for free from [Academic Upgrading](#).

CAREER PATHS

The two-year advanced program at Sault College gives graduates a strong foundation to pursue a variety of options for the future. Since our program covers automotive, truck and coach and heavy equipment maintenance and repair procedures, potential job opportunities are truly endless.

Whether working as an apprentice in the mining industry with heavy equipment where our grads are very well-compensated, to exciting and secure opportunities in automotive or truck and coach careers, many of our graduates become known in the industry as go-to experts with a passion for troubleshooting and repair.

With exceptional customer service and communication skills taught in addition to in-depth knowledge of mechanical skills including vehicle systems, this program helps graduates succeed long after completing the program in whatever their desired field of interest.

MANDATORY FEES

Domestic	International
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Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Josh Boucher, josh.boucher@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
 MPF100-4 Basic Electricity
 MPF101-5 Engines
 MPF102-2 Motive Power Information Technology
 MPF103-6 Work Practices
 GEN100-3 Global Citizenship

SEMESTER 2

MPF120-2 Automotive Suspension
 MPF121-2 Automotive Vehicle Systems Maintenance
 MPF122-4 Brakes
 MPF123-3 Electrical II
 MPF124-5 Fuel Systems
 MPF125-1 Fluid Power Systems
 MPF126-1 Heavy Duty Vehicle Systems Maintenance
 MPF127-4 Motive Power Drive Train Systems
 MPF129-1 Truck Coach Chassis and Suspension Systems
 MPF130-1 Truck Coach Vehicle Systems Maintenance
 MPF131-3 Motive Power Environmental Technology

SEMESTER 3

MPT200-3 Automotive Alternate & Conventional Fuel & Emissions
 MPT201-3 Electricity/Electronics
 MPT202-3 Hydraulic Brake Systems
 MPT203-4 Internal Combustion Engines II
 MPT204-4 Mobile Refrigeration
 MPT205-2 Parts and Service Personnel

Select one of the following:

GEN110: Student Selected General Education

Note: MPT237 - Motive Power Work Experience is an optional elective for potential graduates in semester 4. It is an unpaid, one day per week placement for a minimum of 8 weeks. Placements give the students the opportunity to showcase their abilities and see what working in the real world is like. The program faculty will assign the work experience placement assignments based on placement preferences, employer constraints, and available placement opportunities.

SEMESTER 4

BCH102-3 Organizational Behaviour
 MPT230-3 Air Brakes Systems

MPT231-3 Automotive Drive Trains
MPT232-3 Diesel Alternate & Conventional Fuel & Emissions
MPT233-4 Electricity/Electronics II
MPT234-3 Heavy Duty Drive Trains
MPT235-3 Suspension Systems

Note: MPT237 - Motive Power Work Experience is an optional elective for potential graduates in semester 4. It is an unpaid, one day per week placement for a minimum of 8 weeks. Placements give the students the opportunity to showcase their abilities and see what working in the real world is like. The program faculty will assign the work experience placement assignments based on placement preferences, employer constraints, and available placement opportunities.

PROGRAM OF STUDY NOTES

Note: MPT237 - Motive Power Work Experience is an optional elective for potential graduates in semester 4. It is an unpaid, one day per week placement for a minimum of 8 weeks. Placements give the students the opportunity to showcase their abilities and see what working in the real world is like. The program faculty will assign the work experience placement assignments based on placement preferences, employer constraints, and available placement opportunities.

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Basic Electricity (MPF100) (4 credits)

In this course, you will be introduced to the basics of electricity and how it can be applied to Heavy Equipment, Truck Coach and Automotive industry. You will be able to identify inspect and test basic electrical and electronic components. Inspect and test batteries, starters and AC charging systems relating to motive power industry.

Engines (MPF101) (5 credits)

The internal combustion engine course has been designed to give you a sound working knowledge of the construction, operating principles, testing and servicing of gasoline and diesel engine assemblies and accessory drive systems. It will also give them the opportunity to dismantle short block assemblies for testing and inspection. Engine lubrication and cooling system construction and testing methods will also be discussed following manufacturers maintenance recommendations. Engine removal and installation procedures will be studied at this time including safe lifting and start up procedures.

Motive Power Information Technology (MPF102) (2 credits)

This course is designed to provide you with the computer skills required to access trade related electronic service information, process information effectively, communicate on the web and produce documentation. Students will be introduced to variety software applications commonly utilized in the Motive Power industry. Fundamental personal computer components and operation will be covered.

Work Practices (MPF103) (6 credits)

Upon successful completion of this course, you will be able to describe the legal responsibilities of employees and employers relating to safe work practices, protection of the environment, and operation of lifting rigging, and blocking equipment according to government safety and environmental legislation, be

able to use precision measuring tools, be able to perform fastening device installation and removal procedures, be able to describe the repair procedures for bearings, seals, and sealants, be able to identify and perform proper cleaning methods, be able to select and use proper hand tools including electric and pneumatic tools and be able to identify and perform proper lifting techniques using powered lift trucks and all in accordance to and following manufacturers` recommended procedures, government regulations and safe work practices.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

Semester 2

Automotive Suspension (MPF120) (2 credits)

This course deals with the study and interrelationship of essential basic fundamentals, composition, construction and operating principles of automotive suspension and steering and systems. You will also inspect and test suspension and steering assemblies using manufacture maintenance procedures.

Automotive Vehicle Systems Maintenance (MPF121) (2 credits)

This course is an automotive workplace preparation course. You will perform entry level automotive maintenance tasks. Topics will include: vehicle component and systems identification, wheels and tires, vehicle lubrication and maintenance inspections, seasonal inspection programs and oil life and tire monitor system reset procedures. Work ethics and customer satisfaction will be stressed.

Brakes (MPF122) (4 credits)

This course deals with the study and interrelationship of essential basic fundamentals, composition, construction and operating principles of hydraulic and pneumatic brake systems. You will also inspect and service hydraulic and pneumatic brake assemblies using manufacturer`s maintenance procedures.

Electrical II (MPF123) (3 credits)

In this course, you will gain an understanding of Automotive and Heavy Duty electrical circuits, wiring diagrams, electro-magnetism and the use of applied test equipment. Construction and operating principles of starters and alternators will be discussed along with proper testing equipment and their uses. Electronic ignition system operation and design will be studied including manufacturer maintenance and diagnostic procedures.

Fuel Systems (MPF124) (5 credits)

In this course, you will learn the construction, operating principles, testing and service techniques used in fuel systems including, fuel pumps, tanks , lines and sub-systems. Emission controls will be studied focusing on systems purpose and construction. You will also be introduced to electronic gasoline fuel injection and diesel fuel injection systems and electronic diesel fuel injection systems.

Fluid Power Systems (MPF125) (1 credits)

Upon successful completion of this course, Fundamentals of Fluid Power Systems, you will be able to perform basic calculations of pressure, force, and area using Imperial and System International (S.I.) measurement, be able to interpret basic hydraulic and pneumatic system schematics and symbols, be able to explain the operation of basic hydraulic and pneumatic components, be able to describe the different types of hydraulic fluids and their applications, be able to describe the inspection and testing procedures for hydraulic and pneumatic conductors and fittings, be able to describe a regularly scheduled maintenance service all following manufacturers` recommendations for hydraulic and pneumatic systems,

government regulations and safe work practices.

Heavy Duty Vehicle Systems Maintenance (MPF126) (1 credits)

Upon successful completion of this course, Heavy Duty Equipment Vehicle Systems, you will be able to identify and describe the various types of Off Road Equipment Design types and styles, be able to identify and describe the fundamental basics of crawler type undercarriages, be able identify and describe the various methods of Steering Systems as used on Off Road Heavy Duty Equipment, be able to identify and describe the various types and styles of Ground Engaging Implements as used on Heavy Duty Off Road Equipment. Upon successful completion the student will be able to explain, describe and perform inspection and testing procedures of/to Heavy Duty Equipment Vehicle Systems and be able to describe and perform regularly scheduled maintenance, all following manufacturers` recommendations, government regulations and safe work practices.

Motive Power Drive Train Systems (MPF127) (4 credits)

In this course, you will be introduced to manual transaxles, differentials and front wheel drive axle assemblies. They will also perform disassembly and reassemble of manual transaxles and differentials. Inspection of gear tooth contact patterns and tracing power flows will also be performed. Automatic transmissions will be introduced focusing on pump types, valves, torque converters and planetary gear sets both simple and compound. Student will also be introduced to specialized tools and equipment utilized in the repair of transmissions.

Truck Coach Chassis and Suspension Systems (MPF129) (1 credits)

You will learn the different types of truck and trailer chassis used in fifth wheel truck and trailer configurations for short haul and long haul applications involved in both on road and off-road applications. This will include the use of fifth wheel hook ups, converter dollies, and trailer dolly applications. You will learn about truck and trailer frames and types of suspensions used to support and carry the loads for different duty applications involved in short haul, long haul and construction applications. You will also learn about the different types of tires and rims used in the trucking industry and how to properly remove and reinstall onto the different truck and trailer applications. Students will be taught to diagnose and repair chassis and suspension system failures and problems according to the manufacturer's procedures.

Truck Coach Vehicle Systems Maintenance (MPF130) (1 credits)

You will learn the procedures for servicing truck and coach vehicle systems for the purpose of routine maintenance. This will involve servicing of the truck, bus or tractor and trailer combination vehicles on a monthly maintenance schedule. You will perform engine and power train lubrication fluid inspections and changes, as well as lubrication to chassis steering and suspension components and inspections of brake and brake adjustment systems. You will be required to record data from such vehicles and equipment into the service records similar to that used by trucking and bussing companies and fleets. This will include the creation and setup of such programs that could be adapted to electronic files and storage as so commonly used today. All servicing of this nature would be conducted by using proper safety and maintenance procedures as outline in the proper manufacturer service manuals.

Motive Power Environmental Technology (MPF131) (3 credits)

Various applications and developments in the area of technology have an increasing impact on all aspects of human endeavour and have numerous social and economic implications. This course will examine the Motive Power industry and its effect on our environment and economy. You will study the fundamentals of new and emerging environmental technology such as: bio mass fuels, electric and hybrid vehicles. You will be exposed to emerging views and gain an understanding of the impact of the social characteristics of transportation technology and its relation to the environment. This course will explore the impacts of these concepts and practices on everyday life.

Semester 3

Automotive Alternate & Conventional Fuel & Emissions (MPT200) (3 credits)

This course will compare ethanol flex fuel systems to conventional gasoline fuel injection and other alternate hydrocarbon fuel systems. Emission testing will be performed, analyzed and compared to current legislated standards. Students will use industry standard electronic and mechanical test equipment. You will have a sound understanding of fuel injection and emission systems operation, diagnosis and repair.

Electricity/Electronics (MPT201) (3 credits)

In this course, you will be introduced to electronic components relating to the motive power industry. The student will diagnose and repair electrical and electronic systems. Use a variety of troubleshooting techniques and test equipment to access electronic circuits and vehicle subsystems such as distributor less ignition systems, restraint systems, charging systems, starting systems and accessories.

Hydraulic Brake Systems (MPT202) (3 credits)

In this course, you will focus on the construction, repair and diagnosis of modern motive power Hydraulic brake systems. Common sources of vehicle brake problems will be outlined at this time. You will perform system pressure tests to verify proper operation of master cylinders and brake pressure control valves.

Internal Combustion Engines II (MPT203) (4 credits)

In this course, you will be exposed to common machine shop and reconditioning operations for engine cylinder block and cylinder heads. You will have a sound understanding of engine mechanical, lubrication and cooling system diagnosis. Emphasis will be placed on students acquiring practical skills for internal and external engine repair procedures such as: engine timing component replacement, valve train service, cylinder head and gasket repairs, cooling and lubrication system repair and engine accessory component diagnosis and repair.

Mobile Refrigeration (MPT204) (4 credits)

Upon successful completion of this course, you be able to demonstrate a working knowledge of purpose, construction, principles of operation and inspection and testing of heating and ventilation systems.

Including: defining the purpose and fundamentals of heating and ventilation systems, be able to describe the construction, types and application of heating and ventilation systems, explain the principles of operation of heating and ventilation systems and perform inspection, testing and diagnosis of heating and ventilation systems following manufacturers` recommendations.

Parts and Service Personnel (MPT205) (2 credits)

This course is designed to meet industry demands for parts and service personal. You are exposed to fundamental elements of the parts business to enable him/her to competently perform counter sales and service, parts cataloguing, parts invoicing, ordering, inventory control methods, and shipping and receiving. Practical applications are provided that allow the student to use manual and computer aided parts systems. You will also gain essential skills for entry level employment as a Service Advisor.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Semester 4

Organizational Behaviour (BCH102) (3 credits)

In this course, students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision-making, options for organizational structure, and change management. Students will learn to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Air Brakes Systems (MPT230) (3 credits)

You learn about the Air Brake Systems used on medium and heavy duty trucks, truck and trailers, and busses used in the on road commercial vehicle industry. They will have in depth training on pneumatic systems as related to the vehicle braking systems as well as in depth training on the mechanical components and pneumatic valves that are used to control the build up of the air pressure and the application of the air for the emergency parking and service brake systems of such vehicles. You will learn how to test and diagnose system problems related to the pneumatic side of the system and take part in the inspection and servicing of the mechanical foundation brakes used in these types of systems. You will also be taught the proper method of brake adjustment for all of the different types of slack adjuster used on these types of vehicles. You will be required to perform mechanical repairs and regular brake adjustment and service procedures according to manufacturer's specifications and the highway traffic act.

Automotive Drive Trains (MPT231) (3 credits)

In this course, you will be introduced to manual transaxles and front wheel drive axle assemblies. You will also disassemble and reassemble manual transaxles and CV shafts. Automatic transmissions will be introduced focusing on pump types, valves, torque converters, driving and holding devices and planetary gear sets both simple and compound. You will disassemble and trace power flows through an automatic transmission and perform pressure tests. You will also be introduced to four wheel drive and all wheel drive systems focusing on construction and operation.

Diesel Alternate & Conventional Fuel & Emissions (MPT232) (3 credits)

In this course, you will learn operating principles, trouble shooting and servicing techniques used in diesel fuel systems and subsystems. The course will focus on current past and present fuel systems .It will also explore more environmentally friendly green alternate fuels. Emission control systems will be studied focusing on pollutants and their effect on the environment.

Electricity/Electronics II (MPT233) (4 credits)

In this course, you will disassemble and repair electrical components used in the motive power trade. You will also diagnose and repair vehicle wiring systems using the online data systems that are available. An introduction into multiplexing systems used in buses, trucks, heavy equipment and automobiles will be provided.

Heavy Duty Drive Trains (MPT234) (3 credits)

You be introduced to construction, operation, maintenance and adjustment of both highway truck and off road heavy machinery drive trains. The highway truck components will include pull release multi-disc clutches and transmission brakes, tandem differentials and inter-axle differentials. Off-road equipment drive trains encompass over centered clutches, steering clutches and brakes, planetary final drives, torque converters and power shift transmissions.

Suspension Systems (MPT235) (3 credits)

In this course, you will focus on the construction, repair and diagnosis of motive power suspension systems. Common sources of vehicle vibration related to suspension, driveline and tires would be outlined at this time. An introduction to power steering systems and wheel alignment will also be covered. You will also perform tire and rim safety inspections following Ministry Standards, along with performance of wheel balance and the reading of tire wear patterns.

Pre-Trades and Technology

Section B.190
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4005)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Are you interested in the trades but aren't sure which area you're passionate about? If so, there's no need to stress! The Pre-Trades and Technology program allows you to sample different skills and backgrounds while giving you a solid foundational year in trades and technology – in just one year.

This program lets you explore different career options and decide where the real you belongs. Get exposed to interesting and in-demand trades, including:

- Welding
- Electrical
- Automotive
- Construction
- Millwright
- Machine shop
- Plumbing

The Pre-trades and Technology program is also a great choice if you have an interest in skilled trades and technology but don't have the necessary pre-requisites to pursue a career path.

The provincial government estimates there will be a shortage of 350,000 people required for skilled trades by 2025. You are in-demand. Choose the track to starting a career that was meant for you!

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma or mature student status.

CAREER PATHS

Following your experience in the Pre-Trades and Technology program, you may choose to take one of Sault College's certificate or diploma programs to deepen your knowledge and skills in a specific trade:

- Mechanical Engineering Technician
- Mechanical Techniques - Millwright or Machine Shop
- Motive Power Technician - Advanced Repair
- Motive Power Fundamentals - Automotive Repair or Heavy Equipment & Truck Repair
- Metal Fabrication Technician or Welding Techniques
- Electrical Engineering Technician and/or Technology
- Construction Techniques
- Civil Engineering Technician

MANDATORY FEES

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Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Donovan Kennedy, donovan.kennedy@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
 DRF120-2 Drafting and Blueprint Reading Basics
 ELR130-3 Electrical Fundamentals
 ENV102-3 Industrial Health and Safety
 HDG122-3 Personal and Academic Success Strategies
 MOT100-3 Introduction to Motive Power
 MTH162-3 Pre-Trades/Technology Mathematics 1

SEMESTER 2

CTT134-2 Introduction to Computers
 CTT140-3 Construction Basics
 MCH140-4 Machine Shop Fundamentals
 MTF105-2 GAS Shielded Semi-Automatic Welding 1
 MTH163-3 Pre-Trades/Technology Mathematics 2
 PHY117-3 Concepts of Technical Physics
 PLM100-3 Introduction to Plumbing

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Drafting and Blueprint Reading Basics (DRF120) (2 credits)

The tradesperson is often required to receive and transfer technical information. Drawings, free hand sketches, schematics and flow diagrams are forms of this information transfer. This introductory course will expose the student to these methods of information transfer by drawing objects using standard drafting techniques, making complete neat free hand sketches and extracting information from various construction drawings.

Electrical Fundamentals (ELR130) (3 credits)

This course introduces students to electrical fundamentals. Safety issues, provincial and national codes

relating to electrical installations and characteristics or electric circuits will be introduced. Students will participate in hands-on practical activities.

Industrial Health and Safety (ENV102) (3 credits)

This is an introductory course for all those interested in industrial practices from the standpoint of industrial hygiene and industrial health and safety. Students will become familiar with pertinent legislation, industry and workers rights and responsibilities, recognition, evaluation and control methods and safe working practices.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a 'Personal Profile' that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Introduction to Motive Power (MOT100) (3 credits)

Students will learn about Motive Power trades including Automotive, Heavy Equipment/ Truck Coach and Marine and Small Engines. The course will provide students with hands-on practical experience in these trades. They will cover basic fundamentals of these trades.

Pre-Trades/Technology Mathematics 1 (MTH162) (3 credits)

This first level mathematics course for the pre-trades and technology programs will allow students to establish their math preparedness level. Students will use a variety of math study skills and problem-solving strategies to become ready for college-level trades or technology math courses. Topics of focus include: fundamental concepts including arithmetic operations and concepts in measurement, ratio, proportion, per cents and introductory algebra.

Semester 2

Introduction to Computers (CTT134) (2 credits)

This course introduces students to computer concepts and PC software applications. Practical skills in the use of Windows, e-mail, the Internet, word processors and spreadsheets will be developed.

Construction Basics (CTT140) (3 credits)

This course will familiarize students with construction basics. Students will learn to use a variety of basic hand and power tools used in the construction industry. Students will participate in hands-on practical activities.

Machine Shop Fundamentals (MCH140) (4 credits)

This course will allow the student to develop the skills required to operate the various machines and equipment necessary to work safely and productively in a machining, manufacturing and maintenance setting with a focus on building parts or making repairs in industry. Special attention will be placed on accurate measurement and inspection.

GAS Shielded Semi-Automatic Welding 1 (MTF105) (2 credits)

Describe the fundamentals, construction features and consumables of the Gas Metal Arc Welding (GMAW) process in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Pre-Trades/Technology Mathematics 2 (MTH163) (3 credits)

This course is a continuation of MTH162-3 (from Semester One) for pre-trades and technology students.

Students will expand on their use of math study skills and problem solving strategies. The focus will be on meeting the students individual needs based on his or her personal goals. Topics of study may include: graphing linear relationships, quadratic, exponential and logarithmic equations, geometry, and trigonometry of right and oblique triangles with applications.

Concepts of Technical Physics (PHY117) (3 credits)

This course introduces students to the concepts of physics related to trades and technology fields of study. Students will participate in lectures, class demonstrations and laboratory work. Lab exercises will develop and reinforce the concepts learned in the course. Students will also develop an appreciation for physics as a science and its broad impact on the world as we know it.

Introduction to Plumbing (PLM100) (3 credits)

Students will gain basic knowledge about plumbing. They will have the opportunity to practice safe handling and proper use of hand and power tools. They will practice performing various basic plumbing skills.

Welding Techniques

Section B.191
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4053)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Welding is used in almost every trade, making graduates of this program some of the most hireable in the skilled trades locally and across Canada.

In this dynamic program, you will learn the practical, hands-on skills to weld various types of metals, combined with the knowledge and theory needed to be successful in this industry.

On our state-of-the-art campus, you will have the opportunity to develop welding skills using top of the line equipment found in today's workplaces including:

- Shielded Metal Arc Welder (SMAW or stick welder)
- Gas Metal Arc Welder (GMAW or MIG welder)
- Gas Tungsten Arc Welder (GTAW or TIG welder)
- Flux Cored Arc Welder (FCAW)

Plus, learn how to read, understand and develop the blueprints for different projects as you apply what you learn in this specialized field.

If you love to shape the world around you, the 1-year Welding Techniques program will give you the foundation for a fulfilling and hands-on future.

PROGRAM OUTCOMES

A graduate of the Welding Techniques Program at Sault College will reliably demonstrate the ability to:

1. Perform work responsibly and in compliance with the Occupational Health and Safety Act.
2. Interpret engineering drawings and blueprints and produce basic graphics as required by industry.
3. Recognize and understand use of welding symbols.
4. Use layout and fabrication processes typical to the industry to determine correct form with accuracy.
5. Select appropriate tools and devices to perform mathematical calculations and technical measurements for successful completion of a project.
6. Perform weld applications utilizing Shielded Metal Arc (SMAW), Flux Core (FCAW) and Gas metal Arc (GMAW Mig Welding) welding equipment.
7. Use welding techniques according to industry standards.
8. Create high quality welds on various types of materials and create joints in the flat, horizontal, vertical and overhead positions.
9. Identify defect in welds, demonstrate how to prevent them and define procedures for correction of defective weld quality.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, or mature student status.

CAREER PATHS

As a successful graduate of our Welding Techniques program, you may find work in a wide range of exciting places of employment across the globe or close-to-home.

Small and large construction and manufacturing industries continually seek out welders to join their teams.

After you have learned with us, you will be able to:

- perform a large number of welding processes and metal-cutting techniques safely, including stick/shielded metal arc welding, mig/gas-metal arc welding, and tig/gas-tungsten arc welding;
- prepare drawings, common views and basic drafting and sketching operations for welding projects; and
- understand and use a variety of methods to test welds.

Once you have successfully completed your studies, you may have the opportunity to test on-site with the Canadian Welding Bureau (CWB) for your welding performance qualifications/certified ticket at an additional cost to you.

If you successfully finish your year in the welding techniques program, you can apply what you've learned to smoothly transition into the second-year of the Colleges two-year metal fabrication program without any further courses needed.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$1,250.00	\$15,469.40	\$1,900.00

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

Program College Contact: Corey Garson, corey.garson@saultcollege.ca

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
MTF101-3 Applied Blueprint Reading
MTF102-3 Welding Theory 1
MTF105-2 GAS Shielded Semi-Automatic Welding 1
MTF107-4 Shield Metal Arc Welding I
MTF108-2 Trade Practices
MTF109-2 Oxy Fusion and Braze Welding

SEMESTER 2

MTF131-3 Fabrication 1
MTF132-2 GAS Tungsten Arc Welding (GTAW) 1
MTF133-2 Machine Operations
MTF137-3 Shielded Metal Arc (SMAW) Welding 2
MTF139-1 Thermal Cutting
MTF140-3 Blueprint Reading - Advanced
MTF141-3 Materials and Process Quality
MTF142-3 Semiautomatic Welding

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Applied Blueprint Reading (MTF101) (3 credits)

Perform drawings, common views, and basic drafting and sketching operations as applied to the welder/fabricator programs.

Welding Theory 1 (MTF102) (3 credits)

Describe the functions and controls of welding power sources in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

GAS Shielded Semi-Automatic Welding 1 (MTF105) (2 credits)

Describe the fundamentals, construction features and consumables of the Gas Metal Arc Welding (GMAW) process in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Shield Metal Arc Welding I (MTF107) (4 credits)

In this course, students are taught the processes of shielded metal arc welding (SMAW), including how to safely set up, use and maintain equipment operated in this type of welding. It will also cover how to select filler metals/electrodes needed to suit base metal for welding. Proper techniques on how to weld in the flat and horizontal positions are also developed throughout the course.

Trade Practices (MTF108) (2 credits)

This course helps students develop trade math skills related to welding. It offers a review of basic operations with topics covered including whole numbers, fractions and decimals, and progresses through measurements, area and volume calculations, and angular development, to finish with a section on bends, stretch-outs, economical layout, and take-offs

Oxy Fusion and Braze Welding (MTF109) (2 credits)

This course teaches students how to safely set up Oxyfuel equipment, how to safely use the equipment, torch cut various thickness of metal materials, fusion weld with or without filler metal, and braze. Techniques needed to weld and cut, will develop hand eye skills required to be a welder.

Semester 2

Fabrication 1 (MTF131) (3 credits)

Plan and perform practical fitting projects in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

GAS Tungsten Arc Welding (GTAW) 1 (MTF132) (2 credits)

Perform welding procedures using Gas Tungsten Arc Welding (GTAW) process in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Machine Operations (MTF133) (2 credits)

Use fabrication equipment for forming plate and structural shapes in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Shielded Metal Arc (SMAW) Welding 2 (MTF137) (3 credits)

Perform CWB T class 1G, 2G (Flat and horizontal open root) positions, in accordance with government safety regulations and approved industry standards with a focus of meeting or exceeding the CAS test requirements.

Thermal Cutting (MTF139) (1 credits)

In this course, students will learn the equipment and skills behind a number of main thermal cutting processes, including Plasma Arc Cutting and Air Carbon Arc Cutting. A review and more detailed cuts using Oxyfuel cutting is also included in the course.

Blueprint Reading - Advanced (MTF140) (3 credits)

This course builds upon the skills developed in the first level of blueprint reading. Students will learn more in-depth practices related to the reading of Isometric and orthographic blueprints and complex drawings of structures needing to be built, repaired or modified, that involve welding and fitting.

Materials and Process Quality (MTF141) (3 credits)

This course deals mainly with how metals are affected by welding. To be a competent welder, a good understanding of the materials being welded is needed as well as the processes and procedures required to produce sound, reliable welds. A thorough study of the mechanical and physical properties of metals is then followed by presentations that explain how metals are affected by forming and the application of welding heat. Safety precautions will be discussed, along with welding codes and standards. Topics range from Welding Metallurgy and Weldability of Metals to Testing and Inspection of Welds and Welder Certification.

Semiautomatic Welding (MTF142) (3 credits)

This course will cover the continuation of Gas Metal Arc Welding, equipment, set-up and a variation of gases as well as completing the two remaining positions: vertical and overhead welding. It will also cover the skills involved with welding Metal Core and Flux Core Arc Welding.

Welding Techniques (Fort Frances)

Section B.192
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4056)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

Welding is used in almost every trade, making graduates of this program some of the most hireable in the skilled trades locally and across Canada.

In this dynamic program, you will learn the practical, hands-on skills to weld various types of metals, combined with the knowledge and theory needed to be successful in this industry.

On our state-of-the-art campus, you will have the opportunity to develop welding skills using top of the line equipment found in today's workplaces including:

- Shielded Metal Arc Welder (SMAW or stick welder)
- Gas Metal Arc Welder (GMAW or MIG welder)
- Gas Tungsten Arc Welder (GTAW or TIG welder)
- Flux Cored Arc Welder (FCAW)

Plus, learn how to read, understand and develop the blueprints for different projects as you apply what you learn in this specialized field.

If you love to shape the world around you, the 1-year Welding Techniques program will give you the foundation for a fulfilling and hands-on future.

PROGRAM OUTCOMES

A graduate of the Welding Techniques Program at Sault College will reliably demonstrate the ability to:

1. Perform work responsibly and in compliance with the Occupational Health and Safety Act.
2. Interpret engineering drawings and blueprints and produce basic graphics as required by industry.
3. Recognize and understand use of welding symbols.
4. Use layout and fabrication processes typical to the industry to determine correct form with accuracy.
5. Select appropriate tools and devices to perform mathematical calculations and technical measurements for successful completion of a project.
6. Perform weld applications utilizing Shielded Metal Arc (SMAW), Flux Core (FCAW) and Gas metal Arc (GMAW Mig Welding) welding equipment.
7. Use welding techniques according to industry standards.
8. Create high quality welds on various types of materials and create joints in the flat, horizontal, vertical and overhead positions.
9. Identify defect in welds, demonstrate how to prevent them and define procedures for correction of defective weld quality.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, or mature student status.

CAREER PATHS

As a successful graduate of our Welding Techniques program, you may find work in a wide range of exciting places of employment across the globe or close-to-home.

Small and large construction and manufacturing industries continually seek out welders to join their teams.

After you have learned with us, you will be able to:

- perform a large number of welding processes and metal-cutting techniques safely, including stick/shielded metal arc welding, mig/gas-metal arc welding, and tig/gas-tungsten arc welding;
- prepare drawings, common views and basic drafting and sketching operations for welding projects; and
- understand and use a variety of methods to test welds.

Once you have successfully completed your studies, you may have the opportunity to test on-site with the Canadian Welding Bureau (CWB) for your welding performance qualifications/certified ticket at an additional cost to you.

If you successfully finish your year in the welding techniques program, you can apply what you've learned to smoothly transition into the second-year of the Colleges two-year metal fabrication program without any further courses needed.

OTHER INFORMATION

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
MTF101-3 Applied Blueprint Reading
MTF102-3 Welding Theory 1
MTF105-2 GAS Shielded Semi-Automatic Welding 1
MTF107-4 Shield Metal Arc Welding I
MTF108-2 Trade Practices
MTF109-2 Oxy Fusion and Braze Welding

SEMESTER 2

MTF131-3 Fabrication 1
MTF132-2 GAS Tungsten Arc Welding (GTAW) 1
MTF133-2 Machine Operations
MTF137-3 Shielded Metal Arc (SMAW) Welding 2
MTF139-1 Thermal Cutting
MTF140-3 Blueprint Reading - Advanced
MTF141-3 Materials and Process Quality
MTF142-3 Semiautomatic Welding

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Applied Blueprint Reading (MTF101) (3 credits)

Perform drawings, common views, and basic drafting and sketching operations as applied to the welder/fabricator programs.

Welding Theory 1 (MTF102) (3 credits)

Describe the functions and controls of welding power sources in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

GAS Shielded Semi-Automatic Welding 1 (MTF105) (2 credits)

Describe the fundamentals, construction features and consumables of the Gas Metal Arc Welding (GMAW) process in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Shield Metal Arc Welding I (MTF107) (4 credits)

In this course, students are taught the processes of shielded metal arc welding (SMAW), including how to safely set up, use and maintain equipment operated in this type of welding. It will also cover how to select filler metals/electrodes needed to suit base metal for welding. Proper techniques on how to weld in the flat and horizontal positions are also developed throughout the course.

Trade Practices (MTF108) (2 credits)

This course helps students develop trade math skills related to welding. It offers a review of basic operations with topics covered including whole numbers, fractions and decimals, and progresses through measurements, area and volume calculations, and angular development, to finish with a section on bends, stretch-outs, economical layout, and take-offs

Oxy Fusion and Braze Welding (MTF109) (2 credits)

This course teaches students how to safely set up Oxyfuel equipment, how to safely use the equipment, torch cut various thickness of metal materials, fusion weld with or without filler metal, and braze. Techniques needed to weld and cut, will develop hand eye skills required to be a welder.

Semester 2

Fabrication 1 (MTF131) (3 credits)

Plan and perform practical fitting projects in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

GAS Tungsten Arc Welding (GTAW) 1 (MTF132) (2 credits)

Perform welding procedures using Gas Tungsten Arc Welding (GTAW) process in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Machine Operations (MTF133) (2 credits)

Use fabrication equipment for forming plate and structural shapes in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Shielded Metal Arc (SMAW) Welding 2 (MTF137) (3 credits)

Perform CWB T class 1G, 2G (Flat and horizontal open root) positions, in accordance with government safety regulations and approved industry standards with a focus of meeting or exceeding the CAS test requirements.

Thermal Cutting (MTF139) (1 credits)

In this course, students will learn the equipment and skills behind a number of main thermal cutting processes, including Plasma Arc Cutting and Air Carbon Arc Cutting. A review and more detailed cuts using Oxyfuel cutting is also included in the course.

Blueprint Reading - Advanced (MTF140) (3 credits)

This course builds upon the skills developed in the first level of blueprint reading. Students will learn more in-depth practices related to the reading of Isometric and orthographic blueprints and complex drawings of structures needing to be built, repaired or modified, that involve welding and fitting.

Materials and Process Quality (MTF141) (3 credits)

This course deals mainly with how metals are affected by welding. To be a competent welder, a good understanding of the materials being welded is needed as well as the processes and procedures required to produce sound, reliable welds. A thorough study of the mechanical and physical properties of metals is then followed by presentations that explain how metals are affected by forming and the application of welding heat. Safety precautions will be discussed, along with welding codes and standards. Topics range from Welding Metallurgy and Weldability of Metals to Testing and Inspection of Welds and Welder Certification.

Semiautomatic Welding (MTF142) (3 credits)

This course will cover the continuation of Gas Metal Arc Welding, equipment, set-up and a variation of gases as well as completing the two remaining positions: vertical and overhead welding. It will also cover the skills involved with welding Metal Core and Flux Core Arc Welding.

Welding Techniques (Rainy Lake)

Section B.193
2025-07-02

Ontario College Certificate (1 Year - 2 Semesters) (4057)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

In this dynamic program, you will learn the practical, hands-on skills to weld various types of metals, combined with the knowledge and theory needed to be successful in this industry.

You will have the opportunity to develop welding skills, plus, learn how to read, understand and develop the blueprints for different projects as you apply what you learn in this specialized field.

If you love to shape the world around you, the one-year Welding Techniques program will give you the foundation for a fulfilling and hands-on future.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School Diploma, or mature student status.

CAREER PATHS

As a successful graduate of our Welding Techniques program, you may find work in a wide range of exciting places of employment across the globe or close-to-home.

Small and large construction and manufacturing industries continually seek out welders to join their teams.

After you have learned with us, you will be able to:

- perform a large number of welding processes and metal-cutting techniques safely, including stick/shielded metal arc welding, mig/gas-metal arc welding, and tig/gas-tungsten arc welding;
- prepare drawings, common views and basic drafting and sketching operations for welding projects; and
- understand and use a variety of methods to test welds.

Once you have successfully completed your studies, you may have the opportunity to test on-site with the Canadian Welding Bureau (CWB) for your welding performance qualifications/certified ticket at an additional cost to you.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,716.50	\$970.00	N/A	N/A

These fees are for the 2025-2026 academic year (year 1 of study), and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

OTHER INFORMATION

This program runs out of the Rainy Lake Campus, through our partnership with Seven Generations Education Institute (SGEI).

Program College Contact: Taryn Smith, taryns@7generations.org

PROGRAM OF STUDY

SEMESTER 1

CMM149-3 Practical Communications I
MTF101-3 Applied Blueprint Reading
MTF102-3 Welding Theory 1
MTF105-2 GAS Shielded Semi-Automatic Welding 1
MTF107-4 Shield Metal Arc Welding I
MTF108-2 Trade Practices
MTF109-2 Oxy Fusion and Braze Welding

SEMESTER 2

MTF131-3 Fabrication 1
MTF132-2 GAS Tungsten Arc Welding (GTAW) 1
MTF133-2 Machine Operations
MTF137-3 Shielded Metal Arc (SMAW) Welding 2
MTF139-1 Thermal Cutting
MTF140-3 Blueprint Reading - Advanced
MTF141-3 Materials and Process Quality
MTF142-3 Semiautomatic Welding

Course Descriptions

Semester 1

Practical Communications I (CMM149) (3 credits)

This course helps students develop reading, writing, speaking, and listening skills required for various apprenticeship and certificate programs. Written and verbal assignments utilize program-related materials and focus on program expectations. As well, students develop effective job search documents. Listening skills are developed throughout the course through the sharing and clarification of information

Applied Blueprint Reading (MTF101) (3 credits)

Perform drawings, common views, and basic drafting and sketching operations as applied to the welder/fabricator programs.

Welding Theory 1 (MTF102) (3 credits)

Describe the functions and controls of welding power sources in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

GAS Shielded Semi-Automatic Welding 1 (MTF105) (2 credits)

Describe the fundamentals, construction features and consumables of the Gas Metal Arc Welding (GMAW) process in accordance with government safety regulations, manufacturer's recommendations and

approved industry standards.

Shield Metal Arc Welding I (MTF107) (4 credits)

In this course, students are taught the processes of shielded metal arc welding (SMAW), including how to safely set up, use and maintain equipment operated in this type of welding. It will also cover how to select filler metals/electrodes needed to suit base metal for welding. Proper techniques on how to weld in the flat and horizontal positions are also developed throughout the course.

Trade Practices (MTF108) (2 credits)

This course helps students develop trade math skills related to welding. It offers a review of basic operations with topics covered including whole numbers, fractions and decimals, and progresses through measurements, area and volume calculations, and angular development, to finish with a section on bends, stretch-outs, economical layout, and take-offs

Oxy Fusion and Braze Welding (MTF109) (2 credits)

This course teaches students how to safely set up Oxyfuel equipment, how to safely use the equipment, torch cut various thickness of metal materials, fusion weld with or without filler metal, and braze. Techniques needed to weld and cut, will develop hand eye skills required to be a welder.

Semester 2

Fabrication 1 (MTF131) (3 credits)

Plan and perform practical fitting projects in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

GAS Tungsten Arc Welding (GTAW) 1 (MTF132) (2 credits)

Perform welding procedures using Gas Tungsten Arc Welding (GTAW) process in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Machine Operations (MTF133) (2 credits)

Use fabrication equipment for forming plate and structural shapes in accordance with government safety regulations, manufacturer's recommendations, and approved industry standards.

Shielded Metal Arc (SMAW) Welding 2 (MTF137) (3 credits)

Perform CWB T class 1G, 2G (Flat and horizontal open root) positions, in accordance with government safety regulations and approved industry standards with a focus of meeting or exceeding the CAS test requirements.

Thermal Cutting (MTF139) (1 credits)

In this course, students will learn the equipment and skills behind a number of main thermal cutting processes, including Plasma Arc Cutting and Air Carbon Arc Cutting. A review and more detailed cuts using Oxyfuel cutting is also included in the course.

Blueprint Reading - Advanced (MTF140) (3 credits)

This course builds upon the skills developed in the first level of blueprint reading. Students will learn more in-depth practices related to the reading of Isometric and orthographic blueprints and complex drawings of structures needing to be built, repaired or modified, that involve welding and fitting.

Materials and Process Quality (MTF141) (3 credits)

This course deals mainly with how metals are affected by welding. To be a competent welder, a good

understanding of the materials being welded is needed as well as the processes and procedures required to produce sound, reliable welds. A thorough study of the mechanical and physical properties of metals is then followed by presentations that explain how metals are affected by forming and the application of welding heat. Safety precautions will be discussed, along with welding codes and standards. Topics range from Welding Metallurgy and Weldability of Metals to Testing and Inspection of Welds and Welder Certification.

Semiautomatic Welding (MTF142) (3 credits)

This course will cover the continuation of Gas Metal Arc Welding, equipment, set-up and a variation of gases as well as completing the two remaining positions: vertical and overhead welding. It will also cover the skills involved with welding Metal Core and Flux Core Arc Welding.

When you study at Sault College, you will also be taking courses from several academic departments to broaden your learning and complement the courses offered in your program:

- Language and Communication
- Mathematics
- Social Sciences

LANGUAGE AND COMMUNICATION DEPARTMENT

Language and communication are becoming increasingly important in today's workplace. With tools such as email, Twitter, and Facebook being used professionally more and more, along with memos, letters, and reports, it has been estimated that the average worker will spend roughly 12 ½ hours out of every 40-hour week writing (Gerson & Gerson, 2010). It is no wonder, then, that professional writing is a key component of the college curricula. Students in all programs of study take at least one communication course at Sault College. Forms of writing, research and documentation, and effective workplace communication are topics studied. Students will learn APA formatting and the importance of documenting all sources in their academic papers. As well, through communications courses, students will prepare for job interviews and employment readiness.

ACADEMIC INTEGRITY

Academic integrity is essential in maintaining fairness to all students, developing key employability skills, preserving the validity of Sault College credentials, and cultivating ethical standards. Students are expected to adhere to the Sault College Academic Integrity Policy, submitting course work that is the product of their own efforts and properly citing and referencing source material.

THE WRITE PLACE

The Write Place is a faculty-led, drop-in tutorial available to all students. Any student with questions about assignments, essays, reports, and APA requirements may bring them to college Language and Communication professors for assistance. See the posters on campus and on college media for The Write Place operating hours. Quick queries may be made to thewriteplace@saultcollege.ca.

For more information regarding Language and Communication courses, APA research and documentation, or The Write Place, contact:

Rhett Andrew, Language and Communication Department Co-ordinator, 705-759-2554, ext. 2551, or rhett.andrew@saultcollege.ca.

MATHEMATICS DEPARTMENT

The department of Mathematics offers a variety of courses required for program completion.

By learning how to apply mathematics in their daily lives, students will learn how to develop skills in problem solving and analysis, which can be applied to personal decision making and to the evaluation of concerns in society. Engineering students and Health programs require more technical and applied math options. Be sure to check program entry requirements to determine math requirements and recommendations for entry.

Courses may include Algebra, Business Mathematics, Calculus, Every Day Math, Pre-Health Math and Technical Math.

RADICAL ROOM

The Radical Room is a drop-in tutorial available to all students. Any student with questions about homework, assignments, or preparation for tests may pop in to the assigned hours of our professional tutor. For information on weekly availability and how to join you can find posters on campus, on Sault Colleges social media page, or by asking your academic assistants.

If you would like any more information on the mathematics department or our Radical Room, contact:

Matt Moore, Mathematics Department Co-ordinator and Professor, 705-759-2554, ext. 2562, or matthew.moore@saultcollege.ca.

SOCIAL SCIENCES DEPARTMENT

The department of Social Sciences offers a variety of courses to help students explore their world. Content covers understanding people, groups, societies and relationships. This understanding helps students realize how we are all interconnected while also recognizing individual differences.

New electives have been developed as general education courses for all students.

Introduction To Indigenous Canada examines the historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews are discussed in both historical and modern perspectives. Students review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission.

GLOBAL CITIZENSHIP

Sault College wants students to become aware of a wider world by understanding the role of each student as an individual. By thinking globally and acting locally through community outreach activities, all students can take action to make the world a more equitable and sustainable place. The Global Citizenship course will discuss social justice and equity to diversity and interdependence. With a look at sustainable development, there is a concern for the environment and a belief that people can make a difference.

EDUCATION, COMMUNICATION, PARTICIPATION

Understanding who you are and what your footprint will be is shaped by a thorough understanding of real world events. Our faculty, with their informed perspective, provide students with the content and opportunity to explore their worlds. Foundation courses in psychology, sociology, political science, Indigenous studies and global studies have been woven into the core curriculum of many of our academic programs. Understanding this material will help our students become more informed citizens and workers.

For more information, contact Aaron Zuccato, Social Science Co-ordinator at 705 759-2554, ext. 2660 or email aaron.zuccato@saultcollege.ca.

Student Selected General Education

Section C.2
June 23, 2025

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



GENERAL EDUCATION COURSES

Students enrolled in 2- and 3- year programs must successfully complete three General Education courses as part of their program of study. One General Education course is student-selected, one is program-selected, and one is offered to all students across the College (Global Citizenship GEN100).

STUDENT-SELECTED GENERAL EDUCATION COURSE OPTIONS

Note - Course availability varies each semester; not all courses are available to all programs.

Each course combines 2 hours in-class instruction and 1-hour independent study per week. Students will choose one of the following General Education courses:

COURSES OFFERED IN 2025 FALL TERM: (Seven course options available)

GAS109 - Music and Pop Culture

This course will give students the opportunity to think creatively and critically about the influence of popular music on culture. Students will explore different music genres (rock, metal, hip hop and rap), their development and social significance. Students may explore music in film, commercials, war and protest, social and civil rights movements, and the contributions of specific artists to contemporary culture. The ways in which popular music has contributed to the current culture and, in turn, how culture has shaped popular music will be examined.

GAS120 - Canada, Eh!

What does it mean to be Canadian? This course will examine the history and contributions of the Indigenous peoples of Canada and the various ethnic/cultural groups who have come to and become part of Canada. Students will also research cultural aspects of Canada, such as food, music, television, art, language, traditions, etc. By examining our diversity, we will come to understand that there is more than one Canadian identity.

GAS125 - Food and Wine Pairings

Become a wine enthusiast and decipher the many complexities revealed in wine by developing the ability to pair food and wine in today's culinary world. Whether planning to entertain in the comfort of your own home, preparing for a business dinner meeting or developing food and wine menus for restaurants or special events, understanding how to pair food and wine is invaluable and a life skill. This course will explore the significance of food and drink by examining fundamental concepts of wine history, tradition and culture. Students will learn about terroir, wine terminology, production, storage, and selection and how wine is properly served.

HDG122 - Personal and Academic Success Strategies

This course will prepare you for the rigours of academic life and enable you to develop a personal profile for college and career success. The focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

POL110 - Introduction to Canadian Government

This course is designed to provide you with an overview of Canadian government. The key structures of government at all levels will be reviewed; however, the primary focus will be on the federal and provincial levels. Students will become cognizant of the impact of government on their lives and how their participation in the system can affect change.

SSC110 - Introduction to Indigenous Canada

The course will provide the participants with an introduction to historical and contemporary issues relating to Indigenous people in Canada. Indigenous Worldviews will be discussed in both historical and modern perspectives. Students will review colonialization, government policies and legislation, which provide a foundation for understanding modern Indigenous life in Canada. Students will make critical connections between history and current realities of Indigenous people in Canada and reasons for the Truth and Reconciliation Commission. This course includes two hours of in-class instruction and one hour of independent study each week.

GEN300 - Varsity Student Selected General Education

- **Only** Varsity Student athletes in **diploma** programs are eligible to register for this course.
- Students **will not** be able to choose this option themselves on the student portal.
- Varsity athletes wanting to take this course, **must sign up** with their Academic Assistant. Please contact your academic assistant for more information.

Students participating on a varsity athletic team may earn course credit for their work. Student-athletes who participate in varsity athletics often spend immeasurable hours working towards excellence in sport and the classroom. Participation in varsity athletics allows student-athletes to gain a great number of experiences that help equip them for life-long understanding and development of themselves. Through participation in varsity athletics and successful completion of this course, student-athletes will become aware of the need to be fully functioning persons: mentally, physically, emotionally, socially, and vocationally. Student athletes will reflect on their evolution, situation, relationship with others, performing a team role, challenges and achievements. This course is asynchronous. 3 hours weekly is completed independently through teamwork and completion of assignments as assigned.

CROSS COLLEGE GENERAL EDUCATION COURSE

GEN100 Global Citizenship

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to become active agents of change – from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship provides students an opportunity to Be the Change. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

ADVANCE CREDIT TRANSFER:

Students who have received academic credits from other post-secondary programs or institutions may be eligible for a credit transfer and so be exempted from their Student-selected and/or Cross-College General Education Course. Please contact the Registrar's Office to inquire further.

A. DEFINITION OF TERMS

Course

A unit of instruction that is recorded on the student transcript with a final letter grade. Courses have different credit values.

Course Outline

The document that identifies the program and/or course learning outcomes, method of evaluation and minimum passing grade requirements.

Full-time Student

A full-time post-secondary student is a student who is enrolled in a program which has been approved by the Ministry of Colleges and Universities (MCU) and/or the Sault College Board of Governors, and who is carrying a workload of at least 70% of the program credits, or 66 2/3 of the courses required for the program in any semester. A Collaborative Bachelor of Science in Nursing, Bachelor of Science in Nursing – Honours, including Bridge full-time student is defined as a student carrying a minimum of 12 credits or 4 courses per semester.

Ontario College Certificate

An Ontario College Certificate is generally awarded on the successful completion of a program of two semesters.

Ontario College Diploma

An Ontario College Diploma is generally awarded on the successful completion of a program of four semesters.

Ontario College Advanced Diploma

An Ontario College Advanced Diploma is generally awarded on the successful completion of a program of six semesters.

Ontario College Degree

An Ontario College Degree is generally awarded on the successful completion of a program of eight semesters.

Ontario College Graduate Certificate

An Ontario College Graduate Certificate is generally awarded on the successful completion of a program of two semesters of advanced studies or approximately 600 to 700 equivalent instructional hours.

Part-time Student

A part-time post-secondary student is a student who is enrolled in course(s) less than 70% of the program credits and fewer than 66 2/3 of the courses required for the program in any semester. A Collaborative Bachelor of Science in Nursing, Bachelor of Science in Nursing – Honours, including Bridge part-time student is defined as a student carrying less than 12 credits or 4 courses per semester.

Program

An organization of courses and related learning experiences leading to a recognized educational objective, which, when successfully obtained, qualify a student to receive a Sault College credential.

Semester System

A semester runs approximately 15 weeks. Students wishing to undertake a diploma, degree or certificate program enter Sault College in the Fall semester, commencing in late August or early September of each year. New applicants may also be admitted in the Winter semester, commencing in January of each year; or in the Summer semester, commencing in May of each year. Further information regarding start dates is available on the [Key Dates Calendar](#) or by contacting the [Registrar's Office](#).

B. EVALUATION

At the beginning of each semester, faculty will provide students with a course outline that will clearly identify the criteria they will use in assessing the student's work. Such criteria may include an attendance requirement. Faculty may also include requirements concerning the completion of assignments on time as well as give students a schedule of tests and/or final examinations in relation to overall assessment for the course.

Other criteria may be included depending on the nature of the course being taught.

In most cases, an overall grade point average of 2.0 is required for graduation. Specific programs may require students to achieve grade competencies higher than those required by the stated grading policy. Students will be advised of this standard as part of the course outline or in their program manual.

C. GRADE POINT AVERAGE (GPA)

The grade points earned in each subject are established by multiplying the number of credits by the numerical equivalent of the grade earned in that subject.

The grade point average is determined by dividing the total grade points earned by the total number of credits attempted.

The grade point average for each semester will be calculated at the end of the semester. An accumulated program grade point average will be determined for each program in which a student registers and will be shown on the transcript.

Credit for work taken at other institutions is not included in the grade point average.

D. COURSE DROPS/ADDS

Courses may be dropped or added to students' timetables, subject to the approval of the Chair/Dean according to the drop/add deadlines identified in the Key Dates Calendar for each semester. Failure to officially drop a course by the specified deadline will result in an "F" grade assigned for that course.

E. TRANSCRIPTS

Final grades are available on the Student Portal at the end of each semester. Any errors or omissions on grades issued must be reported to the Registrar's Office within four weeks from their date of issue.

Official transcripts (the student's accumulated academic history record) will be available via MyCreds at the end of each term. MyCreds is a secure, online digital credential platform which allows students to share their documents securely with educational institutions, employers and other third-party organizations. The College will not release transcripts or grade reports to students who have not met their financial obligations to the College. Please visit the my.saultcollege.ca student portal or [click here to order a transcript](#).

F. ACADEMIC PROGRESS AND GRADING

Please review our **Grading Policy** and our **Program Progression and Graduation Requirements Policy**, located on the student portal, for information particular to student progress throughout their studies, grading legend, and applicable procedure.

PROCEDURE:

Student Assessment

The College grading and reporting system informs students of their academic performance.

The academic transcript is the official College record which represents the complete academic history of a student at Sault College and includes final grades from all courses attempted. It includes all courses attempted in which the student is registered after the last day to withdraw without financial penalty.

The course outline identifies the program and/or course learning outcomes, method of evaluation and minimum passing grade requirements.

Deferred Grades

1. A student may be assigned a temporary "X" grade in a credit course due to extenuating circumstances. Illness, bereavement, or unavoidable delays in completion of credit course requirements may constitute reason for the assignment of an "X" grade.
2. Students will present their request for an "X" grade to the faculty member teaching the course. The faculty member has discretion to determine if there are extenuating circumstances to warrant deferring of the grade. If the timeline for the deferral is beyond 60 calendar days, the faculty will consult with the Dean/Chair of the program and the Dean/Chair will determine the deadline date. It is important to note that typically the maximum time for completion is the end of the student's next regularly scheduled academic semester.
3. An "X" grade Contract must be submitted to the department Dean/Chair no later than the grade submission date.
4. The onus is on the student to adequately complete this work by the agreed-upon date. The onus is on the faculty member to submit the final grade (pass or fail) by completing the appropriate form(s) and submitting to the Dean/Chair for inclusion on the student's transcript.
5. Where a student has received an "X" grade in a prerequisite course, continuation through a requisite course will be determined by the department Dean/Chair on an individual basis. In the event that a student fails the prerequisite course and is withdrawn from the requisite course, the requisite course will be removed from the student's academic record.

Failing Grades

When a student has received a failing grade in a prerequisite course, the student will not be registered for the requisite course.

In most cases, where a student has received a failing grade in the same course two or more times, re-entry into the course for subsequent attempts is made through the Chair/Dean's office.

In most cases, where a student has received a failing grade in three or more courses in one semester, the student may be withdrawn from the Program of Study. Re-admission into the program of study is made at the discretion of the Chair/Dean.

Policies and/or procedures specific to programs or student code of conduct may also result in dismissal as stated in program guides/operating procedures or course outlines.

Program-Specific Implications to a Failing Grade

Some programs will have specific failing grade implications that are not included in the Grading policy. These implications are outlined in program manuals and other official college materials.

Grade Improvement

When a course has been repeated, the highest grade achieved will be used in computing the program grade point average (GPA).

Academic Progress

This procedure addresses students enrolled in certificate, diploma, and degree programs as they progress to graduation. The following definitions will be posted on the student portal for reference.

In Good Standing

A student will be considered in good standing when they are eligible to continue or return to the program in the subsequent semester of that program. All courses attempted in the current semester are completed successfully.

Academic Probation

A student will be considered on academic probation and at risk of not meeting graduation requirements if their program GPA is below 2.0 or higher where program-specific standards exist.

Individual programs may have additional requirements as reflected in program guides and course outlines.

Academic Progress in Through-Way Programs

The Dean/Chair will have the discretion to permit a student to advance to the diploma from certificate or from a diploma to advanced diploma level of their program even if the conditions of graduation from that certificate or diploma have not been achieved due to a failing grade, low GPA or missing course. The Dean/Chair will provide the student and Registrar's Office with written confirmation of their approval and the conditions therein.

Candidate for Graduation

In order to progress through a program and graduate, students must satisfy all program graduation requirements and have a minimum program GPA of 2.0 or higher where program-specific standards exist. It is the student's responsibility to ensure that all program graduation requirements have been met.

Dismissal

A student will be considered for dismissal if their academic performance is not acceptable for continuation in the program. In most cases, five or more failing grades will result in program dismissal. Individual program manuals will reflect additional dismissal conditions and re-entry requirements. The Dean/Chair has the authority to waive dismissal or grant approval for re-entry into a program according to the extenuating circumstances surrounding an individual student's situation. Students may be dismissed for code of conduct violations as stipulated in the Student Code of Conduct, and are subject to those conditions and re-entry requirements as outlined.

Appeals

All decisions regarding promotion and graduation are subject to appeal.

G. OUTSTANDING OBLIGATIONS

Students who have not met all of their financial obligations to the College are not entitled to receive transcripts, certificates, diplomas, etc.

Students are asked to meet obligations by: returning books to the Library and paying all fines; paying total tuition fees; returning all lab and athletic equipment; and clearing any outstanding debts with Residence or Financial Aid. Failure to do so will result in records or documents being withheld.

H. REQUIREMENTS FOR GRADUATION

Please review our **Program Progression and Graduation Requirements Policy**, located on the student portal, for information particular to requirements to successfully complete a Sault College program and receive a credential.

SEE ALSO:

The below policies are located on the student portal at my.saultcollege.ca, under the "Support Services" tab, under "Forms and Policies".

Grading Policy

Program Progression and Graduation Requirements Policy

REGISTRATION FORMS

Under the Federal Privacy Act, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada.

CALENDARS AND/OR WEBSITE

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency that carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to track students and allow institutions to understand the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide Statistics Canada with student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrollment information, previous education, and labor force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can request to remove their identification and contact information from the national database by contacting Statistics Canada. Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the Post-Secondary Student Information System (PSIS) database. To make such a request, please contact:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada,
150 Tunney's Pasture Driveway
Ottawa, Ontario
K1A 0T6

Monday – Friday 8:30am – 4:30pm EST
1-800-263-1136
statcan.psis-siep.statcan@canada.ca