



SAULT
COLLEGE

Sault College News Release

For immediate release

Sault College to offer two Compressed Certificate programs beginning this fall

(Sault Ste. Marie, ON June 26, 2013) Sault College is offering two exciting compressed certificate programs starting this fall. Health Office Administrative Support certificate will begin on August 12th and the Occupational Health and Safety Certificate will start on September 30th.

The compressed format allows students to complete the certificate programs conveniently in a short amount of time. Both programs will be offered in class through Contact North, allowing students from all over Ontario to register and attend class in their home town while participating through distance learning via audio and video conferencing and web-based learning platforms.

“In a continual effort to offer greater flexibility in programs to our students, we are happy to provide multiple choices in start times, shorter cycles of learning and modularized offerings,” notes Ted Newbery, acting Chair of Continuing Education. “For those that may be considering their options for the fall, both of these programs are geared towards career enhancements, job entry and personal growth and development.”

The Health Office Administrative Support Certificate is a 14-week program that will prepare students for employment in settings such as hospitals, physicians’ offices or other healthcare facilities. The Occupational Health and Safety Certificate is a 12-week program that provides students with the qualifications to work in government, business and industry sectors as an Occupational Health and Safety practitioner.

The minimum academic requirements for both programs are an Ontario Secondary School Diploma with Grade 12 English (C) ENG4C or mature student status. If you are interested in learning more, please contact Lori Amendola at 705.759.2554 ext.2598. You may be eligible for free tuition under Second Career, Targeted Initiative for Older Workers (TIOW) or other sponsored program funding.

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About the Health Office Administrative Support Certificate

Health office personnel require strong organizational skills and the ability to maintain an orderly flow of information. If you have an interest in health care, enjoy administrative tasks, 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 worker.

About the Occupational Health and Safety Certificate

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 students 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 students with the knowledge to oversee workplace safety programs and offer solutions.

Please contact:

Tessa Pino, Communications Officer

Sault College

705.759.2554 ext. 2830

www.saultcollege.ca