

SOUTHEAST COLLEGE ONLINE BUSINESS CERTIFICATE COURSES

Southeast College is excited to offer four new certificate programs! These business-based programs are great for anyone interested in expanding their knowledge in a number of key business operational areas.

These certificate programs qualify for Re-Open Saskatchewan Training Subsidy (100% funding) or the Canada-Sask Job Grant (2/3 funding). For more information on funding, please contact consultant@southeastcollege.org.

Programs are 48 hours in length and are delivered 100% online.

About Online Learning



About online learning

Online learning is a fun, enjoyable and very productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants. You will get to know your instructor and other participants. You may make friends. It's easy. It's fun.



How the course works

It is easy to participate in your online course. After you register, you will be given a web address to go to get into your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect.



Participate when you want

You can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on 2-3 different days of the week.



What you will do

For Each Unit, You Will:

- Access the online readings.
- Listen to the audio presentation for the Unit and view the slides.
- Take a self-quiz to see how much you have learned.
- Engage in written online discussion with your instructor and other participants.

For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.



Discussion

The Discussion for each Unit lasts one week. All comments are made in writing and can be made at any time of the day or night.

Your instructor will log into the Discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants.

We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.

It's Easy. It's Fun.

Completion Requirements

You can take our online courses and certificates:

1. As noncredit, in which case you can participate as little or as much as you like.
2. For completion and recognition, in which case here are the completion requirements.

These Completion Requirements apply if you are taking our online course or certificate for any of the following recognition:

- Certificate
- CEUs and/or International Learning Units (ILUs)
- Certification
- Master's Degree program from LERN and University of South Dakota

The Requirements

1. Make at least one comment every week in the discussion.

- The comment should show thought and be more substantive than just “Yes, I agree.” There is no length required for comments.
- Replies to other comments, responses to other participants, count as comments (in most cases your instructor values replies and responses as comments).
- Questions and online discussion facilitative comments also count as well as long as there is some thought to them.

2. Take every Unit self-quiz.

- Take every Unit self-quiz for the course and get at least 80% score.
- You may retake any self-quiz as often as you need to get to the 80% level.

3. Completion Timeline

- The requirements should be done by the last day of the course.
- Individual instructors may extend the deadline upon request.
- If, for any reason, you are not able to complete the requirements during the course, we are pleased to provide you with our Course Transfer Option.
- You may retake any or all of the same online course at a future offering within the next 12 months, and you can do so at no extra cost.

4. Recognition Awarded

- For individual courses, a pdf transcript is issued showing completion.
- For certificates and certification, a pdf certificate is issued showing completion.

Detailed information on individual certificates can be found through:

<https://www.southeastcollege.org/programs-courses/online-learning/> and choosing which certificate you would like more information on.