



Occupational Health & Safety Technology Distance Learning

West Prince Campus

**509 Church Street
Alberton, PE C0B 1B0**

Welcome!

Please accept our congratulations on your acceptance into the Occupational Health and Safety Technology Distance Learning program. We look forward to assisting you with your educational journey.

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Start Date: September 1, 2020

Location of Classroom: Distance Delivery

Christmas Break: Last teaching day: December 11, 2020
Students return day: January 6, 2021

February Break: February 22– 26, 2021

Booklist:

- MyLab IT with Pearson eText -- Access Card -- for Skills for Success with Office 365, 2019 version, ISBN 9780135366585
- Practical Loss Control Leadership, 3rd Edition, ISBN 0-88061-054-9
- Understanding Human Resources Management, A Canadian Perspective, by Peacock, Stewart, and Belcourt – ISBN: 9780176798062
- TLV's and BEI's - threshold limit values – 2020 Edition ISBN Print ISBN 9781607261124
- Occupational Health and Safety for Technologists, Engineers, and Managers, 2nd Edition, ISBN 9780134681719
- Fundamentals of Organizational Behaviour, 6th Edition, ISBN 13: 9780134204932

OTHER:

CSA approved Hardhat
CSA approved safety boots

Student Hardware and Software Needs for Blended and Distance Learning **(Current as of May 2020)**

Requirements:

Note: These are general requirements for students to participate in blended and distance courses. Some programs may have higher or different requirements and prospective students should consult their program information.

1. A desktop or laptop computer. Either a Windows-based PC with Windows 10 or a Mac with macOS Catalina 10.15 or higher. Processor: Intel i3 minimum with i5 or higher recommended. RAM: 4 Gb minimum with 8Gb or higher recommended. Storage: 10 Gb storage minimum with SSD disk recommended. Regarding storage – some programs may have higher storage requirements.
2. Speakers/headphones/earbuds with microphone for listening to audio or videos presented in courses. Note: your laptop may have a built-in microphone and speakers, but we recommend an external set for best quality of experience during synchronous activities.
3. A built-in or external webcam for interacting in course activities that require video feedback from students.
4. Google Chrome is the only browser that SAM (the College's LMS) completely supports.
5. Microsoft Office 365. Students have free access to install the suite on their computers, tablets or other mobile devices. A browser-based version is available.
6. Adobe Reader DC.
7. An Internet connection with a minimum download speed of 10Mb/s and an upload speed of 1Mb/s is recommended. A wired connection to your home router is typically preferable to a wireless connection as it provides better stability and performance.
8. Tablets, smart phones, and Chromebooks may allow you to access some course content but have limited functionality and are not recommended.

Internet Connectivity

To test your internet speed, go to <https://www.speedtest.net/> and click the “go” button. A test will take place that measures the speed at which you can upload or download data from the internet from your current location. It is normal for the upload speed to be much lower than the download speed. If necessary, consider asking others in your household to limit their use of devices/internet when you are involved in a ‘virtual’ class session.

The router in your house might send out more than one signal. Many routers broadcast a 2.4Ghz and a 5Ghz signal simultaneously. Connecting to the 5Ghz band is best. If you have an ethernet cable and your computer is situated near your router or modem, you might be able to use a wired connection instead of Wi-Fi for the best connectivity. For more information or help with this, email sam@hollandcollege.com.