

PROGRAM INFORMATION

Academic Year:	2026-2027
Credential:	Graduate Certificate College Diploma
Program Delivery:	Full-Time
Duration:	Certificate (1 Year) Diploma (2 Year)
Length:	Certificate (2 Semesters) Diploma (4 Semesters)
Program Codes:	
One-Year Certificate:	G261 - Timmins Campus (PC) G279 - Distance Learning
Two-Year Diploma:	G045 - Timmins Campus (PC) G288 - Distance Learning

DESCRIPTION

If you're ready for college but not yet sure of your focus and career path, here's the ideal springboard. Offered as a one-year certificate and as a two-year diploma, the General Arts & Sciences program is a strategic and flexible tool for self-discovery and career development that allows you to customize your course load to suit your unique goals and interests.

Aim for a full certificate or diploma - or simply focus on the qualifying credits you need for the specific college or university program of your choice. The program features core academic courses in communications, computer skills and math - along with electives in business, community services, health sciences, and technology. Also on the menu are courses in life management, health awareness, cultural competency, and more. Prepare to be amazed at the doors that will open for you once you accomplish this awesome goal. This program is a flexible program that provides students with access to a wide variety of post-secondary options.

While exploring different areas of study, students earn credits that may be transferred to other college programs or university. The program focuses on developing enhanced skills in communication, critical thinking and computer literacy to build a solid foundation for future studies and career success. This program offers students the opportunity to:

- Design a program of study that upgrades their qualifications for other university and college programs.
- Obtain a general post-secondary education before deciding on a career path.
- Personalize a program of study based on their goals and interests.
- Earn credits that can be transferred to a variety of program areas at college or university.
- Attend college even if they have been unable to gain entry into the program of their choice due to limited enrollment.

Upon completion of this program, you will be able to:

- Develop communication skills to a level required by business and industry
- Use critical thinking and problem-solving techniques

- Develop a general knowledge of a variety of subjects that will contribute to developing insights into self and society
- Function successfully in a post-secondary educational environment
- Transfer the credits gained in approved courses towards a baccalaureate (B.A./B.Sc) at selected universities or to other college programs.

CAREER OPPORTUNITIES

Upon graduation, students may find employment in all occupations requiring a general education or with firms/agencies that provide their own training. A wide variety of entry-level positions exist in all economic sectors, such as business, finance, retail and sales, hospitality, arts, culture, recreation and sports. Many graduates of this program continue their studies in other college or university programs.

VOCATIONAL LEARNING OUTCOMES

1. Explore the historical background and theoretical approaches in the various disciplines of Humanities and Social Sciences.
2. Develop and apply critical thinking skills to analyze and interpret different and competing perspectives in academic context.
3. Examine the relationship between research and the development of valid and reliable knowledge in Humanities and Social Sciences.
4. Communicate competently at the required level, showing flexibility and clarity of thought and expression.

PROGRAM COURSES

The following reflects the planned course sequence for full-time offerings of the program. Programs at Northern College are delivered using a variety of instruction modes. Courses may be offered in the classroom or lab, entirely online, or in a hybrid mode which combines classroom sessions with virtual learning activities.

1-Year Certificate - Semesters 1 & 2		Hours
CM1323	Professional Communications	42
CM2303	Communications in the Workplace	42
EG2043	Introduction to Canada	42
EL1041	Online Elective	42
EL1042	Online Elective	42
FH1004	Musculoskeletal Fundamentals	56
GN1103	Investing in Your Future	42
IN1093	Computer Applications for Business & Technology	42
PH2103	Introduction to Canada	42
2-Year Diploma - Semesters 3 & 4		
DS4063	Health and Nutrition	42
EC2033	Working with Diversity	42
EL2041	Online Elective	42
EL2042	Online Elective	42
FH2003	Introduction to Health and Wellness	42

GN1443	Indigenous Culture and Awareness	42
MA1053	Mathematics Fundamentals I	42
NA2053	Canadian Government	42
PF4003	Criminology	42
SE6023	Conflict Management and Dispute Resolution	42
SW2133	Addiction and Mental Health	42

PROGRAM PROGRESSION

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

Sem 1: Fall 2026

Sem 2: Winter 2027

Winter Intake

Sem 1: Winter 2027

Sem 2: Summer 2027

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD)
- Grade 12 English (C, U)
- Grade 10 Math (MFM2P or equivalent)
- Or equivalent

Academic prerequisites for this program may be obtained free of charge through [Academic Upgrading](#).

Applicants who do not have a high school diploma or equivalent and will have reached the age of 19 years on or before the start of the program must undergo academic testing and may be required to complete [Prior Learning Assessment & Recognition \(PLAR\)](#) process to demonstrate equivalency of admission requirements prior to admission into a program.

For more details, please contact the Admissions Office at 705-235-7222 or admissions@northern.on.ca.

Additional Requirements for International Students

In addition to the admission requirements, international students must have proof of [English Proficiency](#) and meet the requirements below.

1. Proof of Senior High School Diploma/Certificate
 - Grade 10 Math with 50%
2. English Proficiency (we will require one of the following):
 - IELTS Academic International English Language Testing System: minimum overall score of 6.0 must be achieved with no individual band score under 5.5
 - TOEFL (Test of English as a Foreign Language): Computer-based overall minimum score of 79
 - PTE (Pearson Test of English) Academic – Graduate Diploma: 58+
 - Duolingo: 105+

If your country of citizenship has English as its official language, we may accept alternate proof of English Proficiency. All educational documents must be submitted in English and will be dependent on the country of citizenship. For more information, please contact admissions@northern.on.ca.

PROGRAM SPECIFIC REQUIREMENTS & ADDITIONAL INFORMATION

One-Year Certificate: Students will take three courses of their choosing in both semesters 1 and 2 in addition to the courses described above.

Two-Year Diploma: In addition to the courses described above, students will complete twenty courses of their choosing in semester 3 and 4.

Work Integrated Learning Opportunities

N/A

Articulation / Transfer Agreements

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program coordinator for specific details if you are interested in pursuing such an option. Additional information can be found at [Articulation Agreements](#).

GRADUATION REQUIREMENTS

One-Year Certificate

- ## Program Courses
- 2 Communications Courses
- 4 General Education Courses

Two-Year Diploma

- ## Program Courses
- 2 Communications Courses
- 6 General Education Courses

Graduation Eligibility

To graduate from this program, a student must attain a minimum of 60% or a letter grade of CR (Credit) in each course in each semester unless otherwise stated on the course outline. Students should consult departmental policies and manuals for additional details and exceptions.

Graduation Window

Students unable to adhere to the program duration (as stated above) may take an additional year to complete their credential. After this time, students must be re-admitted into the program and follow the curriculum in place at the time of re-admission.

CONTACT INFORMATION

For questions about being admitted into the program, please contact Northern College Admissions at admissions@northern.on.ca or by phone at 705-235-3211 ext. 7222. For questions about the content of the program, contact the Program Coordinator.

Erin Holmes, Program Coordinator
Tel: 705-235-3211 ext. 2156
Email: holmese@northern.on.ca

COURSE DESCRIPTIONS

One-Year Certificate Semester 1 & 2

CM1323 Professional Communications

In this course, students will learn essential skills for success in college and the workplace. This course focuses on developing and strengthening oral and written communication skills, and critical thinking ability. During this course, students will engage in a variety of forms of communication with a focus on upholding the principles of academic integrity. Students will develop the skills necessary to create discipline-specific documents, practice business etiquette and professionalism, and apply critical thinking strategies to practical scenarios. Upon successful completion of this course, students will be able to plan and draft concise, coherent and well-organized writing assignments that are tailored to specific audiences and purposes.

CM2303 Communications in the Workplace

In this course, students will develop professional communication skills required for success in the workplace. Students will continue to develop and strengthen their oral and written communication skills and critical thinking abilities. During this course, students will use various modes of communication to complete assignments designed to meet program and professional expectations. Students will utilize a variety of technologies for the purpose of creating a professional presence in a digital environment. Students will develop the necessary skills to create polished workplace documents such as letters, resumes, cover letters and reports tailored to specific audiences. Students will learn to conduct themselves with professionalism in both workplace interviews and job searches. Upon successful completion of this course, students will be able to create clear, concise and coherent workplace and employment documents that are error-free and designed for specific audiences and purposes.

IN1093 Computer Applications for Business & Technology

In this course, students will gain practical experience with the essential features of Microsoft Office – MS Word, MS Excel, and MS PowerPoint to enhance their communication and analytical skills. Basic computer skills are required as a prerequisite. Students will gain hands-on experience with file management, software settings, system security, Word Reports (APA Functions), tables, advanced presentation functions, summarizing and analyzing data in Excel through a series of learning activities, projects, and exercises that focus on real world examples. Students gain practical knowledge that can be applied directly to the workplace setting.

GN1103 Investing in Your Future

This course is designed as an introductory course to the complex world of personal finance. Students will be introduced to concepts of banking, asset and liability management, as well as investments and risk management. Students will complete practical exercises to show a demonstrated knowledge of the content, and complete a financial plan for their future.

EG2043 Introduction to Canada

TBD

PH2103 Critical Thinking & Problem Solving

Thinking/Problem Solving will enable the learner to assess the arguments of others by equipping them with the skills to assess the truth in claims put forward in support of a conclusion, and to assess the structure and consistency of the argument itself. The learner will also discover how to effectively construct arguments to advocate for their own positions. As a result, the learner will develop their ability to critique the claims of others, to understand and articulate their own opinions, and to make the best decision in a given set of circumstances. Learners will also gain insight into the values and ethics and the role this plays in the presentation of an argument. Topics covered will include epistemology, logic, recognizing, evaluating constructing arguments, as well as recognizing reasoning errors. Learners will also develop the skill of fair-mindedness.

FH1004 Musculoskeletal Fundamentals

In this course, students will examine the musculoskeletal system in depth. Bones, joints, ligaments, cartilage, tendons, connective tissue, and muscles of the body will be studied. Group and individual work will be performed using anatomical models and diagrams to facilitate comprehension. Students will study the muscular attachments and actions of selected muscles. Determining active muscle contraction and joint actions during various basic exercises for the trunk, upper extremities, and lower extremities will be explored.

EL1041 – Online Elective

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

EL1042 – Online Elective

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

GN1443 Indigenous Culture and Awareness

This general education course will provide students with an introduction to Canadian Indigenous Nations' history, sovereignty, land titles, cultural history and current critical issues. Topics addressed include the content of Indigenous rights, economic and social development, community and political processes, and business law and policies, justice & social services. Canadian Indigenous History and Relations is a general education course that has been incorporated into all programs at Northern College.

Two-Year Diploma Semester 3 & 4**GN1443 Indigenous Culture and Awareness**

This general education course will provide students with an introduction to Canadian Indigenous Nations' history, sovereignty, land titles, cultural history and current critical issues. Topics addressed include the content of Indigenous rights, economic and social development, community and political processes, and business law and policies, justice & social services. Canadian Indigenous History and Relations is a general education course that has been incorporated into all programs at Northern College.

MA1053 Mathematics Fundamentals I

Students will review mathematical concepts and operations of basic arithmetic skills and their applications. Whole numbers, fractions, decimals, percent, ratio and proportions are topics covered.

NA2053 Canadian Government

Canada has a long history of stable, democratic governments. That history has not been without its challenges. In the present age, governments are faced with many issues and concerns. In light of this, it is vitally important that Canadians understand our system of government and the role we all play in determining the direction of our country. This course endeavors to provide the basics of the Canadian government; its foundations, its structures, its institutions, and its processes. This course is designed to enable the student to understand the operation, structure, function, and interaction of the three levels of government. In addition, the historic, economic, social, and political environments in which the government exists will be discussed.

SE6023 Conflict Management and Dispute Resolution

One of the traditional surprises for employees in any company/organization is the degree of resistance and conflict inherent in their work. They experience frustration caused by their inability to effectively consolidate group energies and skills into action. Paradoxically, this resistance and conflict often comes from the administrations that hired them or those work groups they are helping. This course presents conflict and conflict resolution as natural and healthy in organizational leadership roles. In fact, effective leaders are continuously evaluating the existing structures, processes, paradigms, practices, and qualitative objectives they encounter. They embrace change and by definition change creates conflict. Effective leaders create conflict and have the capacity, skill, and character to get people through it. This course is designed to help the learner understand that conflict is a natural phenomenon, present in all relationships. Learners will examine the origins of conflict and its effects on individuals, groups, and organizations. Participants will learn to recognize the behaviors related to different parts of conflict relationships. Through understanding the current models of conflict resolution, mediation, alternative dispute resolution, problem solving, and group facilitation, participants will learn to apply different techniques to appropriate situations. With a strong focus on prevention by design, participants will learn how to assist individuals and groups in resolving their differences and conflicts and lead in the establishment of a culture of collaboration and a focus on achieving common goals.

DS4063 Health and Nutrition

Nutrition plays a significant role in promoting health and preventing disease. Major nutritional concerns facing Canadians of all ages and walks of life are obesity and chronic diseases influenced by diet. This course will introduce the student to basic health and nutrition principles that promote healthy food choices and positive lifestyles. Diet modifications that may be required by individuals across the lifespan will be discussed.

EC2033 Working with Diversity

Students will explore and examine the many layers of diversity that surround individuals and identifiable groups in society, and they will see how these many layers contribute to a rich, diverse Canadian cultural landscape. As part of this examination, students will have the opportunity to reflect on their personal attitudes, assumptions and views toward diverse population groups. As a brief introduction, students will begin developing their understanding of diversity by identifying, discussing, and defining core terminology like privilege, cultural competence, and cultural safety. Students will enhance their knowledge and understanding of diversity by looking at origins of differences among various population groups in Canada and by looking at society's attitudes associated with Canadian Regionalism, demographic trends, First Nations peoples, immigration, and various other established minority groups. Also, learners will become aware of government policies and influence on certain segments of Canadian society and its role in dealing with social inequalities. Finally, students will look at and reflect on the media's role in perpetuating stereotypes and swaying personal views of diversity in Canada.

PF4003 Criminology

This course provides an examination of various theoretical explanations of criminal and deviant behaviour including the sociological, biological and psychological perspectives. Criminology theory is related to various types of criminal activity and the reality of crime in Canada including victimology is examined through crime statistics and correlation of criminal behaviour. The impact of theory on the development and effectiveness of the criminal justice system is discussed with the emphasis of future trends within the system.

SW3133 Addiction and Mental Health

Concurrent Disorders is a term used to describe cases where a person is struggling with both mental health and substance abuse. People who are struggling with mental health are significantly more likely to abuse substances. The inverse is also true, making it paramount that students learn how to work with and support this population. This course will introduce students to the nature of concurrent disorders; discuss competencies related to inter-professional collaboration and explore cultural and societal influences that impact people experiencing concurrent disorders. Students will have an opportunity to hear from experts in the field and participate in activities to help build their own capacity to be able to work with those affected by co-occurring disorders.

EL2041 – Online Elective

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

EL2042 – Online Elective

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

FH2003 Introduction to Health and Wellness

In this course, students are encouraged to explore their personal health a wellness journeys while studying a wide variety of topics, issues and information. The determinants of health will be studied with group discussion and self-reflection. Students will use research methods to study the emotional, social, physical, environmental, and occupational factors that contribute to health and wellness. Specific topics related to health and wellness will include, mental health, aging, substance abuse, chronic disease, illness, gender identity, healthy environment, poverty, culture and race will be examined.