



POLICE FOUNDATIONS COURSE CALENDAR SEPTEMBER 2024

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POLICE FOUNDATIONS

In the Police Foundations program students through a variety of experiences, achieve a basic grounding in the policing and law enforcement fields. This principle makes it possible for students to develop and reliably demonstrate their willingness to serve and protect the public and to act justly to ensure respect for human rights and freedoms when interacting with all individuals in their community.

The Police Foundations program gives graduates a wide scope of skills and knowledge, and the opportunity to follow their interests. Accordingly, there are numerous career opportunities for training, specialization, movement and advancement in a variety of ancillary occupations within the Canadian law enforcement field. These may include private police, university and college police, as well as transportation, waterways and parks police.

Graduates can find employment opportunities in such job sectors as Police Services, Canada Border Services, Correctional Services, the Canadian Forces, private civil and criminal investigation, private security, court enforcement and security, municipal by-law enforcement and the Ministry of Natural Resources (i.e., Park Rangers).



ABOUT THE COLLEGE

Ontario College of Health & Technology was founded in 2006 and is registered as a Career College under the Ontario Career Colleges Act, 2005.

Our mission is to provide a learning experience for students based on trust, respect, optimism and intentionality; the assumptions of invitational education.

The College continually strives to learn what it is that students really want and need, to deliver it consistently and then make it even better.

Our focus is to provide quality private education in an exceptional school environment.

Our instructors are educators, with many years of commitment and practice in their respective fields who bring a variety of skills to the program, learned via experience and previous education.



ADMISSION REQUIREMENTS

THE ADMISSION REQUIREMENTS FOR THE PROGRAM ARE AS FOLLOWS:

1. Secondary School Diploma or GED
2. Standard First Aid and Health Care Provider CPR
3. Clear Vulnerable Sector Search (VSS) Police Check
4. All activities (lectures, seminars, laboratories, etc.) at the Ontario College of Health & Technology are conducted in English so it is essential that every student possesses strong English writing, comprehension and speaking skills in order to prepare them for the program curriculum and any other components of the program (Clinics and Outreaches).
5. Attendance at an interview session and tour.

SELECTION CRITERIA

Students are required to submit a resume and their high school transcript at the interview and tour.

Factors used in selection include:

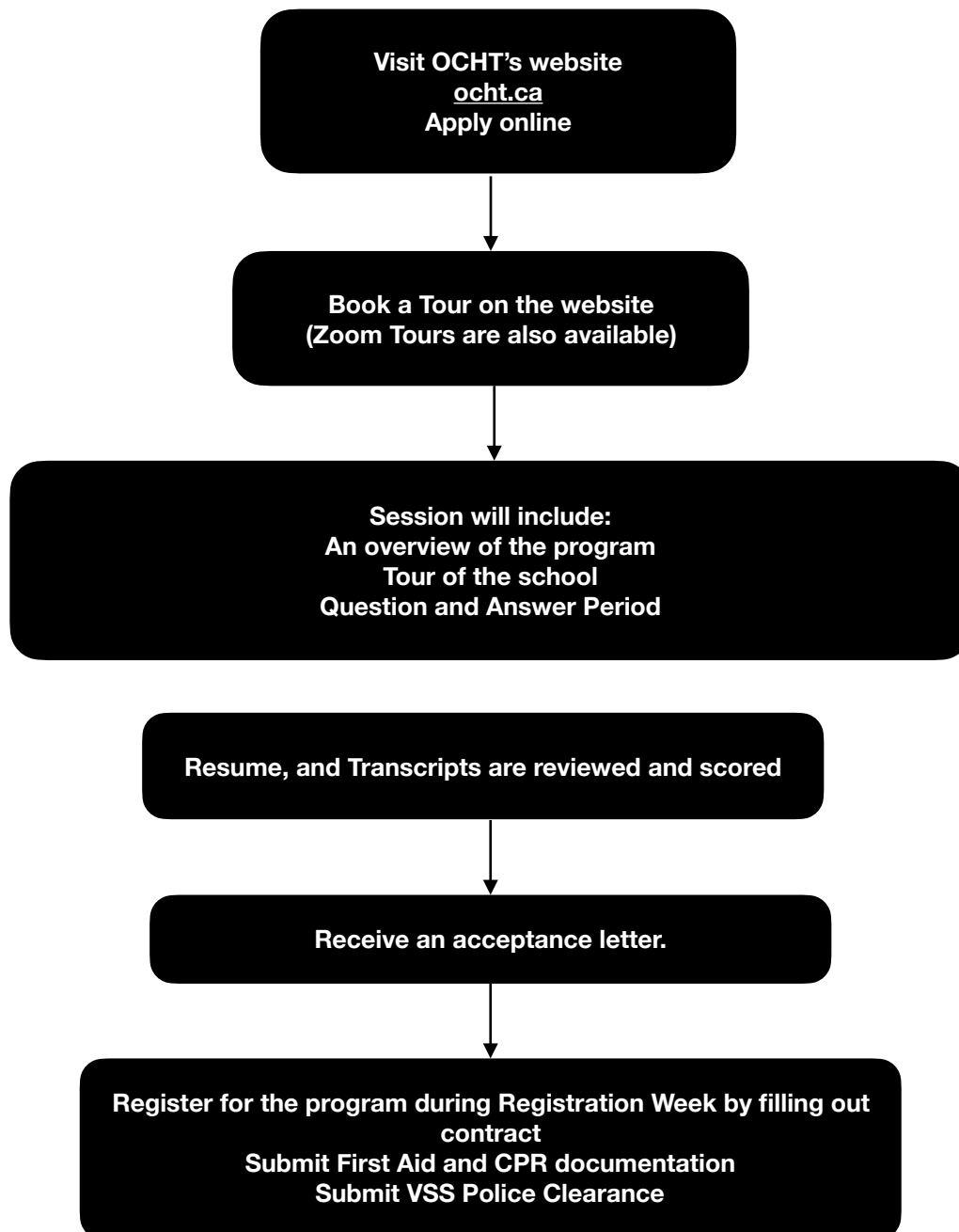
1. High School academic grade average
2. Employment history
3. Participation in team or individual sports
4. Volunteering experience
5. Other certifications or relevant experiences
6. Level of maturity

POLICY ON REFUSING ADMISSION

Applications are assessed by the Director of Academics which accepts, refuses, or defers the admission of applicants to the F&HP program.

Meeting minimum admission requirements for a program does not guarantee an offer of admission to that program. Applicants can be refused admission if the Director of Academics believes they do not stand a reasonable chance of completing the program or successfully gaining employment in their chosen field. Applicants may also be refused admission at any time throughout the application process if they conduct themselves inappropriately or make comments considered derogatory or offensive.

HOW TO APPLY



SCHEDULE OF DATES

2024-2025

SEMESTER DATES FOR 2024



SEPTEMBER 2024 START

SEMESTER 01 September 9 to December 17, 2024

SEMESTER 02 January 6 to April 18, 2025

SEMESTER 03 April 28 to August 8, 2025

FINANCIAL INFORMATION

TUITION AND OSAP

TUITION COSTS

SEMESTER 01	\$800.00/month
SEMESTER 02	\$800.00/month
SEMESTER 03	\$775.00/month

TOTAL TUITION COST \$9,500.00*§

**INTERNATIONAL STUDENT TUITION COST
\$11,500.00*§**

1. Tuition is to be paid the first day of every month.
2. If payment has not been received by the end of the 3rd day of the month, a **\$100.00 penalty** will be added to your account.
3. If two consecutive tuition payments are missed, the College has the right to withdraw the student from the program.
4. If all fees have not been paid by the completion of the semester, the College has the right to withdraw the student from the program.
5. Payments must be made through the student portal on www.ocht.ca via VISA Debit or credit card. Tuition payments are not accepted at the front desk of the College.

*Text Books are NOT included in tuition fees

§ Students need to provide their own transportation to college and placements

Financial assistance may be available for those who qualify.

Major banks offer Line of Credit Student Loans, as another source of funding.

OSAP SPECIFIC INFORMATION

When filling out your OSAP Application:

Ontario College of Health and Technology does not appear on the initial OSAP list of approved colleges, you must enter the name in the space provided exactly as written here: **Ontario College of Health & Technology**

You can only apply for OSAP for less than 52 weeks at a time.

You will apply for the first 45 weeks (semesters 1, 2 and 3) and then later apply for the second year (semesters 4) of 15 weeks.

THE INFORMATION YOU NEED TO PUT IN IS AS FOLLOWS:

START DATE: September 9, 2024

END DATE: August 8, 2025

NUMBER OF WEEKS: 45

PROGRAM COST FOR 45 WEEKS: \$9,500.00

TEXTBOOK COST: \$1,200.00

OTHER INFORMATION FOR YOUR OSAP APPLICATION

This is a Diploma program.

You are taking a 100% course load.

Read each line of the application carefully and make sure you have a record of all previous employment income and an idea of the income you will be making when you are in the program, ready before you start filling out the application.

The first OSAP payment will not be in your account before the first payment of \$787.50 is due. You are still required to make this payment on time. If you need to wait until your OSAP is deposited in your account, you will have to pay a \$100.00 late fee for the first of the month. You will also need approximately \$500.00 for books before you receive your OSAP payments.

POLICE FOUNDATIONS

PROGRAM OVERVIEW

SAMPLE SCHEDULES



SEMESTER 01

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING CLASS	Canadian Criminal Justice	Ethical Dilemmas	Fitness & Wellness	Report Writing	Microsoft Office
AFTERNOON CLASS	Communication		Psychology	Sociology in Our Times	

SEMESTER 02

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING CLASS	Traffic Management		Criminal Code & Police Services Act	Use of Force	Statutes
AFTERNOON CLASS	Civil Law	Corrections		Provincial Offences	Youth in Conflict with the Law

SEMESTER 03

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING CLASS		Conflict Management	Criminology in Canada	Police Powers	Trial Prep
AFTERNOON CLASS	Career Prep	Criminal Investigations	Diversity & First Nation Issues	Community Policing	

*these semester schedules are just an example

CLASS TIMES



MORNING CLASSES	9:00 AM-12:00 PM
AFTERNOON CLASSES	1:00 PM-4:00 PM
EVENING CLASSES	5:00 PM-8:00 PM



SEMESTER 1 COURSES

**8 CLASSES
PER WEEK**

CACJ 102

45 Hours
1 Class per week

This course introduces students to the criminal justice system in Canada, focusing on the five key components of the system - law enforcement, prosecution, the judiciary, corrections and parole.

COMM 102 COMMUNICATION

45 Hours
1 Class per week

This course will help students examine the ways communication occurs in an organization, communication styles, and techniques for gathering information. The second part of the course explores appropriate uses of coaching and counselling and active listening skills

ETDL 102 ETHICAL DILEMMAS

45 Hours
1 Class per week

This course introduces students to ethical decision-making in the criminal justice system, and offers comprehensive coverage of the three arms of the criminal justice system: the police, the courts, and corrections. Using philosophical principles and theories, as well as hands-on applications for student practice, the course places students in historical policy situations and asks them to evaluate the often controversial decisions made, as well as the alternatives.

FTWL 102 FITNESS & WELLNESS

45 Hours
1 Class per week

This course introduces the student to the concept of health and wellness and provides practical strategies for developing a healthy lifestyle. Topics include: personal stress management, psychological health issues, physical activity for fitness, and health and personal nutrition. Through participation in hands-on learning experiences, students gain the knowledge and skills necessary to make positive lifestyle changes.

PSYC 102 PSYCHOLOGY

45 Hours
1 Class per week

This course is an engaging and thought-provoking introduction to the discipline of psychology. With interesting and stimulating examples, the course uses a unique problem-solving framework to illustrate how particular behaviours, cognitive processes, and emotions help people adapt to solve problems and overcome challenges. The "science" of psychology is explained in a way that is both understandable and insightful. The course helps students make the connection between science and the relevance of psychological concepts to everyday problems.

REWR 102 REPORT WRITING

45 Hours
1 Class per week

Reporting Writing instructs on how to communicate information in a logical, concise, and accurate manner. In addition to exploring the importance of reports in investigative and judicial processes, it also examines strategies to improve the quality of writing skills, including grammar and report structure.

SIOT 102 SOCIOLOGY IN OUR TIMES

45 Hours
1 Class per week

This course introduces students to a brief survey of sociological theories and methods. It includes a collection of theories, research, and "lived experiences" that accurately mirror the diversity in society itself. Topics in the course will integrate race, class, and gender issues, into sociological theory, including diverse theoretical viewpoints such as feminist and postmodernist theory. Students will learn that sociology involves important questions and issues that they will confront both personally and vicariously.

MSOF 102 MICROSOFT OFFICE

45 hours
1 Class per week

Presented in this course are the basic functions of Microsoft Office XP required to create, modify and print documents. Using Microsoft Word, Excel, Access, PowerPoint, and Publisher students will learn the skills necessary to create documents, worksheets, databases and presentations.

TRMG 102 TRAFFIC MANAGEMENT

45 Hours
1 Class per week

This course introduces students to elements of the Highway Traffic Act (HTA) and the Highway 407 Act relevant to law enforcement officers. Coaching the Emergency Vehicle Operator: Police material will also be covered.

CIVL 102 CIVIL LAW

45 Hours
1 Class per week

This course introduces students to the basic principles and issues in the law of torts in Canada. Topics will address such issues as levels of guilt mentality, intentional torts, defenses to intentional torts, business torts, negligence, proof of negligence, defenses to negligence and limitations on the defendant's liability, special categories of negligence, strict liability, vicarious liability and damages in tort.

CORR 102 CORRECTIONS

45 Hours
1 Class per week

This course is an introduction to correctional practices in Canada. The lessons combine description, analysis of critical issues, current research and case studies to teach students the inner-workings of the Canadian correction system. Topics include all current research findings and up-to-date statistical material as well as new information on trends in Canadian corrections, the challenges of probation in the 21st century and the privatization of corrections in Canada.

CCPS 102 CRIMINAL CODE & POLICE SERVICES ACT

45 Hours
1 Class per week

This course will introduce students to the most common Criminal Code offences. Offences against the person, property, weapons and public order offences will be examined. The Police Services Act will also be reviewed and discussed.

UOFR 102 USE OF FORCE

45 Hours
1 Class per week

This course will introduce students to Criminal and Trespass arrest, use of force authorities explained in detail, judgement and decision making (crisis intervention) and incident articulation. There is also a full explanation of the new Criminal Code sections on the use of force for protection of people and property.

PROF 102 PROVINCIAL OFFENCES

45 Hours
1 Class per week

In this course students will learn the arrest authorities, search and seizure authorities and offences contained in the Provincial Offences Act, Mental Health Act, Coroners Act, Tenant Protection Act, Liquor License Act, Family Law Act, Child and Family Services Act, and Private Investigators and Security Guards Act. Case studies will be explored relating to the interaction between enforcement and support agencies.

STAT 102 STATUTES

45 Hours
1 Class per week

In this course, students will interpret and apply federal and provincial statutes. They will interpret elements of offences related to the statutes. Federal statutes examined will be: the Controlled Drugs and Substances Act, the Child and Family Services Act, and the Blind Persons Rights Act. Provincial statutes examined will be: the Provincial Offences Act, the Mental Health Act, the Liquor License Act, the Coroners Act and the Trespass to Property Act.

YCLW 102 YOUTH IN CONFLICT WITH THE LAW

45 Hours
1 Class per week

This course examines the application of statutes that affect young offenders and how the police are to handle youth offenders. Topics include: arresting, detaining and processing young persons, custodial sentences and the Youth Justice Court.

CRPR 102 CAREER PREPARATION

45 Hours
1 Class per week

This course introduces students to a set of generic skills that provide a foundation for the student's career success including using a portfolio to promote themselves to potential employers. The principles of creating a professional resume, application forms and interviewing techniques will also be discussed.

CNMG 102 CONFLICT MANAGEMENT

45 Hours
1 Class per week

This course will provide students with the basic strategies and skills of conflict management that are necessary for their chosen career in law enforcement.

CRIN 102 CRIMINAL INVESTIGATIONS

45 Hours
1 Class per week

This course is designed to enhance students' understanding of basic criminal investigations through real life scenarios that are geared toward the practical application of investigative tools, concepts and protocols.

DFNI 102 DIVERSITY & FIRST NATIONS ISSUES

45 Hours
1 Class per week

This course introduces students to the basic concepts of diversity, multiculturalism, and human rights in a Canadian context. Topics to be explored include diversity issues in law enforcement, the concepts of stereotyping and prejudice, and the relationship between law enforcement and diverse Canadian communities.

POPW 102 POLICE POWERS

45 Hours
1 Class per week

This course that introduces students to real-world examples and scenarios, as well as real documents students will encounter in the field of law enforcement. Problem-solving case studies, and end of chapter discussion questions will help prepare students for the rigorous and exciting world of law enforcement.

TRPR 102 TRIAL PREPARATION

45 Hours
1 Class per week

In this course students will gain insights on creating and organizing digital case files and electronic trial notebooks. They will also learn how to successfully prep for virtual hearings and trials as well as hear practical tips for preparing effective, organized, and admissible electronic exhibits.

CRCA 102 CRIMINOLOGY IN CANADA

45 Hours
1 Class per week

This course takes a concise look at criminology and criminological theory. The material has been carefully structured to cover relevant information including coverage of criminological theories, types of crime, and crime patterns.

COMP 102 COMMUNITY POLICING

45 Hours
1 Class per week

This course provides a comprehensive overview of the key materials, issues, and challenges faced by Canadian police services and communities as they attempt to develop partnerships to respond effectively to and prevent crime and social disorder.

POLICIES & PROCEDURES FOR STUDENTS

PASSING GRADE:

Students must achieve a minimal of 50% to receive credit in every course. Students who do not achieve a minimal mark of 50% may be required to repeat the course. Students may be evaluated through multiple choice examinations, short answer type questions, essay type questions, group projects, assignments, and oral practical examination. Any grades below 50% will be discussed by the Academic Grades Committee at the end of the semester. A course of action will be determined by the Committee.

ATTENDANCE:

Students are expected to arrive to class at the scheduled time. Students who arrive late on a consistent basis disrupt other students may be asked to leave by the instructor. It is at the discretion of the instructor to admit students who arrive later than the scheduled time. Students are expected to maintain full time attendance.

USE OF CELL PHONES/TEXTING:

Students may NOT make use of electronic devices to make or receive calls or to text messages during the class as this is disruptive to students and the instructor.

MISSED TESTS OR ASSIGNMENTS:

If for unforeseen circumstances a student is unable to write a scheduled test or quiz, there will be a pre-scheduled day the last week of the semester that the test will be taken. Students are required to notify their instructor of all examinations, tests, or quizzes that cannot be attended. If an instructor is not notified of the absence, a zero may be given for that evaluation.

TEST/EXAM DAYS:

Students who are late for class on a day when a test or exam is being delivered will not be allowed entry once the test/exam has started. Students who enter late cause undue distractions and interrupt students whom have already begun the evaluation. Late students will be allowed entry after the last person in the room has completed the evaluation. Students starting the exam late will only have the remainder of the original allotted time to complete the exam.

DAILY LECTURES:

Students should plan on arriving at the college at least 15 minutes prior to commencement of a scheduled class and be ready to participate in class at the scheduled start time. Once an instructor has started to deliver the scheduled content for a particular class, no student will be allowed entry into the classroom. Late arrivals interrupt the lecture and it is disrespectful to the instructor and members of the class. Students arriving late will only be allowed entry during the first break.

ACADEMIC DISHONESTY:

To act dishonestly or unfairly to gain an advantage is not acceptable at the Ontario College of Health & Technology. Students who are caught cheating or plagiarizing will receive a mark of zero and will be required to attend a discipline hearing. Students may be asked to withdraw from the College. Students are expected to cite all journals and textbooks for assignments using the APA format.

EMERGENCY PROCEDURES:

If any student in the college has difficulty breathing, moderate or severe pain, a decreased level of consciousness, or significant bleeding you need to activate Emergency Medical Services by calling 9-1-1 immediately. After you have called 9-1-1 please notify the reception desk and they will assign an individual to wait for the Ambulance or Fire Department to direct them to the location of the student. A First Aid Kit and AED are located at the reception desk.

VIRTUAL CLASSES:

When classes are offered virtually on Zoom, it is expected that the student will have their camera and audio on and that they are set up in a professional environment for the learning experience. Participation in all discussions is mandatory. If the student is not engaged virtually it will be marked as an absence from the class.

DISABILITIES AND ACCOMMODATIONS

Ontario College of Health & Technology is committed to providing an appropriate level of accommodation and support to meet the needs of students with disabilities.

POLICY AND GUIDELINES ON DISABILITY AND THE DUTY TO ACCOMMODATE

The person with a disability is required to:

1. Advise the College Administration of their disability (although the accommodation provider does not generally have the right to know what the disability is).
2. Make her or his needs known to the best of his or her ability, preferably in writing, so that the person responsible for accommodation may make the requested accommodation.
3. Answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed.
4. Participate in discussions regarding possible accommodation solutions.
5. Co-operate with any experts whose assistance is required to manage the accommodation process or when information is required that is unavailable to the person with a disability.
6. Meet agreed-upon performance and education standards once accommodation is provided.
7. Work with the accommodation provider on an ongoing basis to manage the accommodation process.
8. Discuss his or her disability only with persons who need to know. This may include an instructor, the Director of Academics and the Director of Administration.

The College is required to:

1. Accept the students' request for accommodation in good faith, unless there are legitimate reasons for acting otherwise.
2. Obtain expert opinion or advice where needed.
3. Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate.
4. Keep a record of the accommodation request and action taken.
5. Maintain confidentiality.
6. Limit requests for information to those reasonably related to the nature of the limitation or restriction so as to be able to respond to the accommodation request.
7. Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language.
8. Bear the cost of any required medical information or documentation. For example, Doctor's notes and letters setting out accommodation needs must be paid for by the College.

Commonly occurring accommodations that are made for students with identified special needs are:

1. Extra time on practical and written tests and examinations.
2. Noise cancelling headphones