

Oxford County

CAREER GUIDE



FANSHAWE
COLLEGE
Continuing Education

Looking to organize your future?
There's a course for that!

Woodstock Campus: 519.421.0144
Tillsonburg Centre: 519.842.9000

FALL 2010
Oxford County

fanshawec.ca/oxford

Woodstock Campus
369 Finkle Street
Woodstock, Ontario, N4V 1A3
Information: 519-421-0144
Fax: 519-539-3870
www.fanshawec.ca/woodstock

Tillsonburg Centre
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Tillsonburg, Ontario, N4G 3A1
Information: 519-842-9000 x225
Fax: 519-842-6398
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How to Read Your Course Guide

Course Name: **French the Basics FREN-1003**

Course Description: This is a graded course intended for those with little or no previous knowledge of the language. The emphasis will be on phonetics, basic grammar and oral communication skills. This course fulfills out-of-province teacher certificate of qualification.

Begin Date/Day of the week: **Wed Sep 29-Dec 1**

Course Fee: **Fee: \$178.10 +TB ***

Refund Code: **FREN-1003**

Course Code: **01TC**

Time: **6:30pm - 9:30pm**

Location: **01TC**

01 = Course Section
WC = Woodstock
TC = Tillsonburg

Oxford County Campus Advisory Committee 2010/2011

Ross Gerrie Wendy Palen Natasa Veljovic
Glen MacDonald Cephas Panschow Martin Wylie
Bob McFarland Jeff Surridge

Donna Derer - Chair, Oxford County Campus
Lisa Wells - Manager, Corporate Training & Continuing Education
Charmaine Bragg - Continuing Education Coordinator

REFUND LEGEND

- = 7 Days Before 1st Class ◆ = 14 Days After 1st Class
- = 3 Days Before 1st Class * = 1 Day Before 3rd Class
- ▲ = 7 Days After 1st Class



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**FANSHAWE
COLLEGE**
Oxford County Campus

Welcome to your future... Make it happen @ Fanshawe

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Exceptional Value \$49 and under

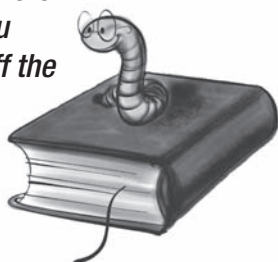
4-5-6 Magic	\$47
Continuous Colour In The Garden	\$47
Designer Snacks	\$47
Food Handler Certification	\$47
Food Handler Recertification	\$29
Hors d'Oeuvres For Entertaining	\$47
Keyboarding For Kids	\$49
Make Your Resume Stand Out In A Crowd!	FREE
Naturopathic Perspectives on Addiction and Mental Health Disorders	\$47

See pages 2 and 3 for course details...

10% Off Your Books!

Register for a credit course before
August 27th and we'll give you
"Bookstore Bucks" for 10% off the
cost of your text books!

*For Oxford County courses only.



Extreme Value \$99 and under

Ballroom, Jive and Latin Dancing	\$89
Cake Decorating Basics	\$57
Chef's Table-"Made In Canada" Sushi Cuisine	\$52
Digital Photography	\$95
Discover Fall in Southwestern Ontario – Day Trip	\$84
Golf Clinic	\$72
Golf	\$84
Interior Decorating In A Day	\$75
Line Dancing Latin Style	\$75
Wake Up and Smell the Tax Savings	\$57

See pages 2 and 3 for course details...

NEW

4-5-6 Magic PSYC-9085

Thomas Phelan's 1-2-3 Magic has been magic for many families with children in the 2 to 12 years range. 4-5-6 Magic picks up where 1-2-3 ends and teaches parents new tricks on how to use the same proven principles with 13-18 years olds. The younger the child - the more control the parent has! The older the child - the more control the child has! 4-5-6 Magic help parents steer their way through the minefield of adolescence.

Day(s)	Date(s)	Time	Location
Wed	Sep 29	6:30pm - 9:30pm	01WC
Fee: \$47 ■		PSYC-9085	

Air Brake Endorsement MECH-9007

Gain the knowledge necessary to operate brake systems safely and detect faults in these systems. Upon successful completion of the written test, participants will take the Practical test on the Saturday afternoon. After successful completion of both tests you will receive the "Z" endorsement from the Ministry of Transportation. Students must bring proof of (at least) a full "G" license. Note: Fri/Sat class times are Fri 6-10pm and Sat 8am-6pm.

Day(s)	Date(s)	Time	Location
Fri Sat	Sep 24-Sep 25	6pm - 10pm	WC01
Fri Sat	Oct 22-Oct 23	6pm - 10pm	WC02
Fri Sat	Nov 19-Nov 20	6pm - 10pm	WC03
Fee: \$265 ■		MECH-9007	

American Sign Language 101

COMM-1084

Gain the skill to communicate with the non-spoken language. This introductory course is designed for students with no previous knowledge of American Sign Language (ASL) or with basic communicative competencies. You will learn to handle basic everyday communication such as exchanging information and identifying others. *This is a graded course.*

Day(s)	Date(s)	Time	Location
Thu	Sep 16-Dec 2	6:30pm - 9pm	01TC
Fee: \$187.10 + TB * ■		COMM-1084	

Ballroom Jive & Latin Dancing

DANC-9060

Basic and advanced techniques to proficient ballroom dancing for everyone who thinks they have "2 left feet"! The easiest way to learn all the popular ballroom dances, including Jive and Latin! Classes are fun, easy, with all your favourite music - anyone can do it! Partner required. Wear comfortable shoes.

Day(s)	Date(s)	Time	Location
Thu	Sep 30-Nov 18	7pm - 8:30pm	01WC
Fee: \$89 ▲		DANC-9060	

Important: Unless otherwise stated in individual course descriptions, the courses offered in Continuing Education are for adults 18 years of age and over.
All exceptions are noted.

Basic American Sign Language

COMM-9109

This is a general interest course that will introduce participants to a new language and culture. Basic American Sign Language will allow the student to communicate with the deaf/hard of hearing community and/or be able to assist or enhance the communication needs of people who face communication challenges. Through a functional approach, role-play and rehearsal, the sign language you learn is the language used in everyday conversation.

Day(s)	Date(s)	Time	Location
Thu	Sep 23-Dec 9	6:30pm - 9:30pm	01WC
Tue	Sep 28-Dec 14	6:30pm - 9:30pm	02TC
Fee: \$209.12 + TB * ■		COMM-9109	

Cake Decorating Basics FDMG-9017

This workshop will cover the basics of decorating cakes and cupcakes including: flowers, borders, colouring icing and writing in icing. A materials list will be available prior to the workshop.

Day(s)	Date(s)	Time	Location
Mon	Oct 18-Oct 25	6:30pm - 9:30pm	01WC
Fee: \$57 + MF ■		FDMG-9017	

NEW

Chef's Table - "Made in Canada" Sushi Cuisine FDMG-9173

What happens when you partner Asian and Canadian ingredients? A taste explosion, of course! If you've always been curious about sushi but had qualms about trying it, this course is for you. You'll experience both familiar and new tastes. This is a hands-on course. Location: Upstairs at Hurley's, Ingersoll.

Day(s)	Date(s)	Time	Location
Thu	Oct 14	6pm - 9:30pm	01WC
Fee: \$52 ■		FDMG-9173	

Continuous Colour in the Garden

HORT-9083

This workshop will familiarize participants with a selection of plants, information and strategies to create colourful, year-round gardens. Suggested plants will include long-blooming perennials, bulbs, shrubs, annuals and evergreens.

Day(s)	Date(s)	Time	Location
Thu	Oct 7	6:30pm - 9:30pm	01TC
Fee: \$47 ■		HORT-9083	

Designer Snacks FDMG-9170

For kids aged 9 to 12 who are asking "How come we never have anything good to eat?" This course offers five snacks to prepare and take home. Learn kitchen safety, how to measure ingredients and follow a recipe as students cook, bake and make snacks. *Note: Please advise College if there is a nut allergy. This is a hands-on course. **Day(s)**

Date(s)	Time	Location
Sat	Sep 25	9:30am - 12:30pm
Fee: \$47 ■		FDMG-9170

NEW

Digital Photography

PHOT-9007

Discover the fundamentals of your digital or 35mm single lens reflex camera (not for fully automatic cameras). Learn about composition, exposure, downloading and sharing photos, digital basics to expand your skills in photography. Bring camera with memory cards (and manual if you have it) to first class.

Day(s)	Date(s)	Time	Location
Wed	Oct 6-Oct 27	6:30pm - 9:30pm	01WC
Mon	Oct 18-Nov 8	6:30pm - 9:30pm	02TC
Fee: \$95 ▲		PHOT-9007	

NEW

Discover Fall in Southwestern Ontario - Road Trip FDMG-9174

Spend a beautiful fall day discovering the wonderful treasures available right here in your own backyard! Award winning wineries, delicious specialty foods and unique shops - enjoy it all and leave the driving to us. Registration is limited so please register early. Note: there will be a pick up/drop off at the Woodstock Campus and the Tillsonburg Centre.

Day(s)	Date(s)	Time	Location
Sat	Oct 16	9am - 5pm	01TC
Fee: \$84 ■		FDMG-9174	

Food Handler Certification HLTH-9025

Offered in co-operation with the Oxford County Board of Health, this expanded course covers the following topics: introduction to hazard analysis critical control points (HACCP), microbiology and its relation to food preparation, personal hygiene, product flow charting, dishwashing, pest control, sanitation and enforcement. On successful completion participants will receive a certificate from Fanshawe College and the Oxford County Board of Health. This program satisfies Ministry of Health guidelines for safe food handling. For ages 16 and over.

Day(s)	Date(s)	Time	Location
Tue Thu	Sep 28-Sep 30	5pm - 9pm	01WC
Mon Wed	Oct 25-Oct 27	5pm - 9pm	02TC
Fee: \$47 ■		HLTH-9025	

Food Handler Recertification

HLTH-9201

This course meets the requirements of the Oxford County Board of Health and current legislation. Students must have previously successfully completed a recognized Food Handler Certification course. Recertification is recommended every five years.

Day(s)	Date(s)	Time	Location
Wed	Nov 10	5pm - 9pm	01WC
Fee: \$29 ■		HLTH-9201	

Please check your receipt carefully for refund deadlines and details.

Fork Lift Truck Driver Training

DRIV-9022

Designed to train people to operate various types of forklifts safely. Classroom and practical experience will prepare you to write the certification exam. Classroom Tuesday & Thursday from 6 - 10pm, 2-hr practical session scheduled for Saturday starting at 8am. **Note: theory is in Woodstock, and practical is in Tillsonburg.**

Day(s)	Date(s)	Time	Location
Tue Thu Sat	Sep 28-Oct 2	6pm - 10pm	01WC
Fee: \$269 ■		DRIV-9022	

French the Basics FREN-1003

This is a graded course intended for those with little or no previous knowledge of the language. The emphasis will be on phonetics, basic grammar and oral communication skills. This course fulfills out-of-province teacher certificate of qualification.

Day(s)	Date(s)	Time	Location
Wed	Sep 29-Dec 1	6:30pm - 9:30pm	01TC
Fee: \$187.10 +TB *		FREN-1003	

Golf RECN-9026

This beginner class will focus on the fundamentals for a good swing and provide tips and recommendations to give you a more consistent shot on the course. Woodstock Location: Mount Elgin Golf Course. Tillsonburg Location: Tillsonburg Fairways.

Day(s)	Date(s)	Time	Location
Tue	Sep 7-Oct 5	5pm - 6pm	01WC
Tue	Sep 7-Oct 5	6pm - 7pm	02WC
Wed	Sep 8-Oct 6	5pm - 6pm	03TC
Wed	Sep 8-Oct 6	6pm - 7pm	04TC
Fee: \$84 ▲		RECN-9026	

Golf Clinic RECN-9021

You have had all summer to perfect your mistakes, now let us help you correct them! If your drives are going astray or your iron shots are missing the green, our golf pro can help you lower your scores. Woodstock Location: Mount Elgin Golf Course. Tillsonburg Location: Tillsonburg Fairways.

Day(s)	Date(s)	Time	Location
Tue	Sep 7-Sep 28	7pm - 8pm	01WC
Wed	Sep 8-Sep 29	7pm - 8pm	02TC
Fee: \$72 ▲		RECN-9021	

NEW Hors d'Oeuvres for Entertaining FDMG-9172

The season of entertaining is fast approaching. Take this class to learn to make tasty new dishes that are sure to wow your guests! A selection of new, hot and cold appetizers will be demonstrated.

Day(s)	Date(s)	Time	Location
Wed	Dec 8	6:30pm - 9:30pm	01WC
Fee: \$47 ■		FDMG-9172	

Interior Decorating in a Day

DESG-9091

If it's time to update your home and you don't know where to start, get great ideas from a professional who will teach fresh, new decorating ideas for your home. In this class, you will learn how to make the right colour choices, arrange furniture, choose window coverings for privacy and aesthetics, and apply the basic principles of proportion and scale. Surface finishes and cutting edge trends will also be discussed.

Day(s)	Date(s)	Time	Location
Sat	Oct 16	9am - 3:30pm	01WC
Fee: \$75 ■		DESG-9091	

Line Dancing Latin Style DANC-9129

You can get a workout that feels like Dancing with the Stars, all without a partner! Line dancing based on the movements of salsa, meringue, mambo and other Latin dance forms - this class requires no dance experience, just a sense of fun.

Day(s)	Date(s)	Time	Location
Thur	Sp 30-Nov 18	8:30pm - 9:30pm	01WC
Fee: \$75 ▲		DANC-9129	

FREE Make Your Resume Stand Out in a Crowd! COMM-9129

Has your main job hunting strategy been of posting your resume on job boards with little results? It's time to revisit the resume writing process and its strategies. We will talk you through the CRITICAL STEPS and TECHNIQUES to understand what goes into creating an outstanding resume. Learn to transform your resume into a powerful tool that helps in getting you a higher starting salary and increases your interview rate. You will learn how to identify your skills and talents; show how your skills match employer needs; understand the tools and techniques to create powerful content and effective use of formats and designs that direct attention!

Day(s)	Date(s)	Time	Location
Wed	Oct 6-Oct 13	6:30pm - 9:30pm	01WC
FREE		COMM-9129	

NEW Motorcycle Repair 101

MECH-9035

If you are mechanically inclined and would like to know how to save money by repairing, modifying or tuning your own motorcycle this course is for you. Motorcycle Repair 101 covers maintenance, troubleshooting and repairs on: engines (2 and 4 stroke), ignition and electrical circuits, suspension, wheel, drive and brake components as well as the theory behind how it all works.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Oct 26	6:30pm - 9:30pm	01WC
Fee: \$131.57 *		MECH-9035	

NEW Naturopathic Perspectives on Addiction and Mental Health Disorders HLTH-9233

This presentation will simplify the biochemical roots of disorders of mental health and addiction from a Naturopathic perspective. Genetic predispositions, neurotransmitter deficiencies, and hormonal imbalances will be discussed. In addition, in depth explanations on the nutritional influences on disease and the basis for treatment will be provided. This class is an important adjunct to any program in addiction as it ensures a greater understanding of the biological component of the bio-psycho-social-spiritual model. The instructor, Dr. Lorraine Stuyt, is a Doctor of Naturopathic Medicine.

Day(s)	Date(s)	Time	Location
Mon	Nov 1	6:30pm - 9:30pm	01TC
Fee: \$47 ■		HLTH-9233	

Spanish - Leisure and Travel

SPAN-9012

Are you planning to do business or visit Spanish speaking countries? Learn more about verb conjugation, phonetics, basic grammar and understanding the usage of the language to assist you in your business or travel.

Day(s)	Date(s)	Time	Location
Wed	Oct 13-Dec 1	6:30pm - 9:30pm	01WC
Fee: \$147.08 ▲		SPAN-9012	

St. John Ambulance First Aid/ CPR/AED HLTH-9070

This course is for the person who requires a comprehensive course in standard first aid and CPR. Training includes: AED, Level C Infant/Child/Adult, unconsciousness and fainting, artificial respiration, choking and severe bleeding, etc. First Aid certificates are valid for three years; CPR certificates should be renewed annually.

Day(s)	Date(s)	Time	Location
Sat Sun	Sep 25-Sep 26	8am - 5:30pm	01WC
Fee: \$149.80 ■		HLTH-9070	

Wake Up and Smell the Tax Savings FINA-9055

Learning about taxes can help you save more of your hard earned dollars! Poor tax planning decisions can have an adverse effect on every financial move you make. Forward thinking in regards to estate planning may spare your beneficiaries an added tax burden. Discover how to make the tax system work for you by using some easy to implement tax savings strategies.

Day(s)	Date(s)	Time	Location
Tue	Oct 19-Oct 26	6:30pm - 9:30pm	01TC
Fee: \$57 ■		FINA-9055	

Woodstock Fanshawe Singers MUSC-9023

If you like to sing, this choir is for you. The Woodstock Fanshawe Singers is an exciting ensemble which was formed in the fall of 1984 to augment the fine singing tradition which exists in Oxford County. The singers will extend your abilities as a performer, challenge you to the thrill of orchestra/choir performances and introduce you to the music of great composers and musical styles.

Fee: \$89

Registration and Rehearsal: Tuesday, September 7th, 7pm

Business & Management

Accounting Certificate

Designed to prepare students for positions in service or manufacturing organizations. Learn to maintain general and sub-ledgers; to prepare, analyze and interpret financial statements; and to use financial and management accounting information and software for decision making.

Compulsory Courses:

ACCT-1004	Principles of Accounting I ✓
ACCT-1011	Principles of Accounting II
ACCT-3022	Cost Accounting I
COMM-6002	Organizational Business Communication ✓
COMP-1362	Excel Spreadsheets
MGMT-3021	Ethical Issues in Business

Select 1 of the following:

ACCT-1029	Applied Simply Accounting
ACCT-1077	Applied QuickBooks
ACCT-3005	ACCPAC

Select 1 of the following:

LAWS-1013	Business Law ✓
BUSI-1005	Intro. to Business Processes ✓

Elective Courses (Select 2):

ACCT-3023	Intermediate Accounting I
ACCT-3024	Intermediate Accounting II
COMP-1090	Business Microcomputer Applications ✓
FINA-3008	Personal Taxation
FINA-3035	Business Taxation
MATH-1059	Quantitative Methods

Business Law LAWS-1013

You will gain a general understanding of business law. Topics include analysis of the Canadian legal system, sources of law, the law of torts, contracts, sale of goods, consumer law, employment and labour law, real estate and mortgages, legal forms of business ownership secured transactions and bankruptcy.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 22	7pm - 10pm	01WC
Fee: \$264.65 +TB * LAWS-1013			

Business Microcomputer Applications COMP-1090

This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite.

Day(s)	Date(s)	Time	Location
Thu	Sep 9-Dec 16	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMP-1090			

Intro to Business Processes

BUSI-1005

Expand your business knowledge! This course is designed to give you a broad look at various areas of functional businesses in Canada and how they interrelate with each other. Learn about the current business trends, the role of government and how

to strengthen your business processes to save time and money.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB * BUSI-1005			

Organizational Business Communications COMM-6002

Provides an overview of important communication concepts and skills required in business. Topics covered include: writing clear reports and documentation, making effective presentations and fostering interpersonal skills.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMM-6002			

Principles of Accounting I ACCT-1004

The course introduces the student to the subject of Accounting and is designed to take them through the accounting bookkeeping cycle, including knowledge of the accounting profession and how to analyze and record business transactions, worksheets, adjusting & closing entries and preparation of financial statements, internal controls involving cash including bank reconciliations and petty cash.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6pm - 10pm	01WC
Fee: \$342.20 +TB * ACCT-1004			

Bookkeeping Certificate

Acquire and upgrade your business and accounting skills as a certified bookkeeper. Some courses have been recognized and approved by the Canadian Institute of Bookkeeping (416-925-9420) as equivalent to the Certified Bookkeeper program.

Compulsory Courses:

ACCT-1004	Principles of Accounting I ✓
ACCT-1011	Principles of Accounting II
ACCT-3022	Cost Accounting I
FINA-3008	Personal Taxation
FINA-3035	Business Taxation

Select One of the Following:

ACCT-1029	Applied Simply Accounting
ACCT-1077	Applied QuickBooks
ACCT-3005	ACCPAC

Elective Courses (Select 3):

COMP-1090	Business Microcomputer Applications ✓
COMP-1362	Excel Spreadsheets
MATH-1052	Business Math ✓
MGMT-1021	Small Business Management

Business Math MATH-1052

This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB * MATH-1052			

Business Microcomputer Applications COMP-1090

This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite.

Day(s)	Date(s)	Time	Location
Thu	Sep 9-Dec 16	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMP-1090			

Principles of Accounting I ACCT-1004

The course introduces the student to the subject of Accounting and is designed to take them through the accounting bookkeeping cycle, including knowledge of the accounting profession and how to analyze and record business transactions, worksheets, adjusting & closing entries and preparation of financial statements, accounting for merchandising operations, internal controls involving cash including bank reconciliations and petty cash.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6pm - 10pm	01WC
Fee: \$342.20 +TB * ACCT-1004			

Event Management (Planning) Certificate

This program will develop your organizational skills and teach you how to plan, promote, implement and manage a variety of events. Event Planning will cover critical timelines necessary for executing a variety of successful events in any industry.

Compulsory Courses

MATH-1052	Business Math ✓
MKTG-1001	Advertising & Promotions
PBRL-6011	Introduction to PR & Corporate Communication
PBRL-6012	Strategic Planning & Crisis Management
PLAN-1019	Events Planning, Service & Scheduling

Elective Courses (Select 3):

FNDR-3002	Volunteer Management in Fund Development
MGMT-1021	Small Business Management
MGMT-1201	Sponsorship – Corporate Partners
MGMT-3021	Ethical Issues in Business
WRIT-6004	Oral Communications/Presentations

Business Math MATH-1052

This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB * MATH-1052			

General Business Certificate

Expand your business knowledge and prepare for positions of greater responsibility. Learn skills necessary for competent decision making in today's rapidly changing business environment. You can then specialize in a functional area to achieve a Business Administration Certificate with further studies.

Compulsory Courses:

ACCT-1004	Principles of Accounting I
BUSI-1005	Intro. to Business Processes
MGMT-1006	Principles of HR Management ✓
COMM-6002	Organizational Business Communication ✓
COMP-1090	Business Microcomputer Applications ✓
ECON-1002	Economics I
ECON-1005	Economics II
LAWS-1013	Business Law ✓
MATH-1052	Business Math
MGMT-1021	Small Business Management
MGMT-3010	Leadership in Organizations OR
MGMT-6021	Organizational Behaviour
MKTG-1012	Principles of Marketing I

Business Law LAWS-1013

You will gain a general understanding of business law. Topics include analysis of the Canadian legal system, sources of law, the law of torts, contracts, sale of goods, consumer law, employment and labour law, insurance law, real estate and mortgages, legal forms of business ownership secured transactions and bankruptcy.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 22	7pm - 10pm	01WC
Fee: \$264.65 +TB *		LAWS-1013	

Business Microcomputer Applications COMP-1090

This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite.

Day(s)	Date(s)	Time	Location
Thu	Sep 9-Dec 16	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB *		COMP-1090	

Organizational Business Communications COMM-6002

Provides an overview of important communication concepts and skills required in business. Topics covered include: writing clear reports and documentation, making effective presentations and fostering interpersonal skills.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB *		COMM-6002	

Principles of Human Resources Management MGMT-1006

This course provides the student with an overview of the issues, functions and responsibilities performed by a Human Resource Professional. An emphasis is placed on training and development, planning, performance appraisals, compensation management, occupational health and safety and employee and union relations.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB *		MGMT-1006	

Human Resources Management Certificate

This program satisfies the core components of Human Resources Management including labour relations, economics, organizational behaviour, compensation and benefits, occupational health and general management. These courses provide a practical approach and some courses are recognized as educational credit toward the Certified Human Resources Professional (CHRP) designation offered by the Human Resource Professional Association of Ontario (HRPAO). For more information about CHRP or HRPAO visit www.hrpaoo.org or call 1-800-387-1311.

Compulsory Courses:

COMM-6002	Organizational Business Communication ✓
LAWS-1015	Labour & Employment Law
MGMT-1006	Principles of Human Resources Management ✓
MGMT-1028	Recruitment & Selection

Elective Courses (Select 3):

ACCT-1060	Payroll Administration
FINA-1018	Finance & Accounting for Non-Accountants
HLTH-1015	Occupational Health & Safety
MGMT-1014	Training & Development ✓
MGMT-1018	Labour Relations
MGMT-1031	Compensation & Benefits
MGMT-3049	Skills for Managing People
MGMT-4001	Human Resource Planning
MGMT-6021	Organizational Behaviour

Organizational Business Communications COMM-6002

See description in previous column.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB *		COMM-6002	

Principles of Human Resources Management MGMT-1006

See description above.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB *		MGMT-1006	

Training and Development

MGMT-1014

Explore the overall process of implementing organization requirements through identification of training needs, development and evaluation of training programs and appropriate delivery techniques. Training and development will be presented as a framework for solving human performance problems and developing human resources.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 22	6:30pm - 9:30pm	01WC
Fee: \$264.65 *		MGMT-1014	

Industrial Management Certificate

Graduates will learn specific aspects of industrial management including skills for industrial supervision, business concepts and interpersonal skills for leadership. This program allows graduates to prepare for careers in the industrial management field.

Compulsory Courses:

BUSI-1005	Intro. to Business Processes ✓
MGMT-1152	Principles of Supervision
MGMT-3010	Leadership in Organizations
MGMT-3023	Contemporary Issues in Human Relations

Elective Courses (Select 2):

COMM-6002	Organizational Business Communication ✓
MGMT-1018	Labour Relations
MGMT-3017	Quality Assurance Programs & Techniques
MGMT-3049	Skills for Managing People
MGMT-6020	Project Management ✓
MGMT-6023	Managing in the Age of Change

Intro to Business Processes

BUSI-1005

See description on page 4.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB *		BUSI-1005	

Organizational Business Communications COMM-6002

See description on page 4.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB *		COMM-6002	

Project Management MGMT-6020

See description on page 6.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB *		MGMT-6020	

Training and Development

MGMT-1014

Explore the overall process of implementing organization requirements through identification of training needs, development and evaluation of training programs and appropriate delivery techniques. Training and development will be presented as a framework for solving human performance problems and developing human resources.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 22	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB * MGMT-1014			

Occupational Health & Safety Certificate

This program incorporates theory and practical awareness, knowledge and application of the related aspects of Occupational Health & Safety. Students will be able to apply the must-know information that is a priority in today's workplaces. The subjects covered will provide you with a clear interpretation and discussion of the OHS, a review of related legislation and other company's policies and procedures.

Compulsory Courses:

COMM-6002	Organizational Business Communication ✓
SFTY-3003	Safety Administration
SFTY-3004	Hazard Management ✓
SFTY-6002	Occupational Health & Safety Legislation ✓

Elective Courses (Select 3):

HLTH-1015	Occupational Health & Safety
MGMT-1014	Training & Development ✓
MGMT-3023	Contemporary Issues in Human Relations
MGMT-6021	Organizational Behaviour
SFTY-1018	Ergonomics
SFTY-3002	Occupational Hygiene
SFTY-3005	Disability Management

Hazard Management SFTY-3004

This course is designed to introduce you to the basic concepts of hazard management-recognition, evaluation, and control of safety and health hazards in the workplace environment as related to management and the occupational health and safety team. Topics include safety management planning, critical task analysis, physical hazards and ergonomics as well as an introduction to hazardous waste management.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * SFTY-3004			

Occupational Health and Safety Legislation SFTY-6002

Know your stuff! You will study an in-depth analysis of current employment health and safety legislation in Ontario and its implications for safety in the workplace. This is the perfect course for those wishing to learn about WHMIS among other things.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 * SFTY-6002			

Organizational Business Communications COMM-6002

See description on page 4.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMM-6002			

Training and Development

MGMT-1014

See description in previous column.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 22	6:30pm - 9:30pm	01WC
Fee: \$264.65 * MGMT-1014			

Project Management Certificate



Project Management is the cornerstone of any organization. With time and money in short demand, project management skills are key for any management position. Learn to balance scope, time and cost with other project requirements.

Compulsory Courses:

MGMT-1008	Organizing the Project Team
MGMT-1009	Project Cost & Procurement
MGMT-3017	Quality Assurance Programs and Techniques
MGMT-6005	Project Risk Management
MGMT-6020	Project Management ✓

Elective Courses (Select 2):

COMM-6002	Organizational Business Communication ✓
COMP-1090	Business Microcomputer Applications ✓
MGMT-1006	Principles of Human Resources Management ✓
MGMT-1136	Project Management Applications
MGMT-6006	Art of Negotiation
MGMT-6021	Organizational Behaviour

Business Microcomputer Applications COMP-1090

This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite.

Day(s)	Date(s)	Time	Location
Thu	Sep 9-Dec 16	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMP-1090			

Organizational Business Communications COMM-6002

See description on page 4.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * COMM-6002			

Principles of Human Resources Management MGMT-1006

This course provides the student with an overview of the issues, functions and responsibilities performed by a Human Resource Professional. An emphasis is placed on training and development, planning, performance appraisals, compensation management, occupational health and safety and employee and union relations.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	01WC
Fee: \$264.65 +TB * MGMT-1006			

Project Management MGMT-6020

In today's competitive business environment project management skills must include the ability to deliver projects on time, on budget and to the satisfaction of the customer. This is the course that will provide you with all of those! The purpose of this introductory course is to examine the general principles, practices, tools and resources associated with managing a diversity of workplace projects. This course is online.

Day(s)	Date(s)	Time	Location
Wed	Sep 15-Dec 20	6:30pm - 9:30pm	01TC
Fee: \$264.65 +TB * MGMT-6020			

Ontario Management Development Program



OMDP certificate programs, Business Management Skills and Leadership Skills, provide opportunities for enhancement of leadership and organizational skills to allow you to succeed in the workplace.

The Ontario Management Development Program will be phased out by December, 2010 and replaced with a new Leadership Development Series. Students currently working on the two OMDP certificates should notify our office to come up with a completion schedule; please call 519-421-0144, ext. 237. Note: the new courses will be accepted for the old program, the old program courses will not be accepted for the new program.

The LDS program will consist of ten courses of 30 hours each, for a total of 300 program hours. The first three courses available in January are - Employment Law, Project Management and Communications.

Health Sciences & Human Services

Addictions Fundamentals Certificate

This program provides a specific focus on the knowledge, skills and techniques used in the field. Delivery is well suited to individuals currently employed or entering employment in an addictions related work environment. Graduates are granted a Certificate in Addiction Fundamentals. This Certificate serves as the first step towards meeting the advanced requirements of the CACCF, including testing and practical experience work hours.

PHRM-1038	Pharmacology - Addictions ✓
BSCI-1091	Foundations in Addictions: Signs and Symptoms
BSCI-1092	Human Development
BUSI-1075	Professional Ethics
BSCI-1096	Theory and Practice of Counselling
BSCI-1094	Family Counselling ✓
BSCI-1095	Group Counselling
BSCI-1093	Treatment Approaches
BUSI-1074	Case Management
BSCI-1098	Drug Knowledge: Addiction and Behaviour Change ✓
BSCI-1097	Drug Knowledge: The Continuum of Care ✓

Drug Knowledge: Addiction and Behaviour Change BSCI-1098

Learn the skills and techniques essential to helping clients change addiction related behaviours using the Transtheoretical Model of Change. This model is considered a key component in client treatment and counselling and will also be examined in terms of Motivational Interviewing Techniques.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Oct 19	6:30pm - 9:30pm	01WC
Fee: 119.89 +TB * BSCI-1098			

Drug Knowledge: The Continuum of Care BSCI-1097

Pre-requisite: Completion of BSCI-1098 is strongly recommended. Students will be introduced to the key concepts involved in prevention programming, support and wellness, as part of the treatment continuum. Issues of relapse, the stages and indicators of crisis, as well as family and community networking and support will be examined in detail.

Day(s)	Date(s)	Time	Location
Thu	Sep 16-Oct 7	6:30pm - 9:30pm	01WC
Fee: \$83.70 +TB * BSCI-1097			

Family Counselling BSCI-1094

This unit will focus specifically on family counselling. Students will examine addiction within the context of the family unit, including risk and protective factors, family history, and intervention approaches.

Day(s)	Date(s)	Time	Location
Tue Thu	Oct 21-Nov 30	6:30pm - 9:30pm	01WC
Fee: \$212.95 +TB * BSCI-1094			

Pharmacology - Addictions

PHRM-1038

This course will focus on the specific drug families, their general features and the dynamics of the psychoactive drugs included in each classification. Attention will be given to commonly identified substances within each of the families (e.g. alcohol, heroin, marijuana) as well as the legal and illicit psychoactive drugs that have appeared in recent years. This component will include information on drugs such as Ecstasy, OxyContin, DMX, recent solvents and combinations of substances such as marijuana and formaldehyde.

Day(s)	Date(s)	Time	Location
Tue	Oct 26-Dec 21	6:30pm - 10pm	01WC
Fee: \$187.10 +TB * PHRM-1038			

Food Service Worker Certificate

Perform effectively in institutional food preparation settings in commercial or long-term care facilities. Emphasis is given during the academic portion of the program to food preparation, service, nutrition and sanitary practices in the workplace. This program meets the requirements set by the Ministry of Health and Long Term Care.

FDMG-1005	Role of the FSW ✓
COMM-1076	Customer Service and Communication Skills ✓
FDMG-1058	Food Preparation and Services ✓
NUTR-1007	Nutrition Throughout the Lifecycle ✓
FDMG-1008	Special Diets ✓
FDMG-2003	Foodsafe ✓
WRKE-0001	Field Placement ✓

Customer Service and Communication Skills COMM-1076

Develop personal styles of communication useful in the food industry. This course emphasizes the importance of effective customer service delivery and communication skills with clients in institutions. Various methods and models of service delivery will be examined.

Day(s)	Date(s)	Time	Location
Wed	Sep 29-Oct 27	3pm - 9:30pm	10TC
Fee: \$187.10 +TB * COMM-1076			

Food Preparation and Service

FDMG-1058

Familiarize yourself with commercial food service equipment. This course aims to prepare you to be competent in operating and cleaning food service equipment. You will learn the basic principles of menu planning, standardized recipes, purchasing and receiving procedures, food production systems, and food delivery systems.

Day(s)	Date(s)	Time	Location
Tue Thu	Nov 9-Dec 2	3pm - 9:30pm	10TC
Fee: \$264.65 * FDMG-1058			

Food Safe FDMG-2003

Identify the importance of sanitary practices in transporting, purchasing, receiving and storing food. This course emphasizes reducing the incidence of food borne disease outbreaks in high risk populations. Learn about micro-organisms, food borne illness, sanitary practices, and storage requirements.

Day(s)	Date(s)	Time	Location
Tue Wed	Dec 8-Dec 21	3pm - 9:30pm	10TC
Fee: \$156.08 +TB * FDMG-2003			

Nutrition through the Lifecycle

NUTR-1007

Get an in depth review of nutritional needs for clients of all ages. This course puts special emphasis on older individuals who live in longterm care facilities and in the community.

Day(s)	Date(s)	Time	Location
Thu	Sep 16-Nov 4	6:30pm - 9:30pm	01WC
Thu	Sep 30-Oct 28	3pm - 9:30pm	10TC
Fee: \$187.10 +TB * NUTR-1007			

Role of the Food Service Worker

FDMG-1005

Provides the student with an understanding of the food service worker role in a food service department within a facility. Emphasis is placed on responsibility, accountability and the importance of working with others as a team member. An overview of health care accreditation and the role of the food service worker will be examined.

Day(s)	Date(s)	Time	Location
Tue	Sep 28-Oct 26	3pm - 9:30pm	10TC
Fee: \$187.10 * FDMG-1005			

Special Diets FDMG-1008

The student will learn how to prepare and utilize special diets and supplemental products in disease management.

Day(s)	Date(s)	Time	Location
Wed	Nov 10-Dec 8	3pm - 9:30pm	10TC
Fee: \$156.08 * FDMG-1008			

Field Placement WRKE-0001

Please call 519-421-0144 for details.

Important Notices

7-Year Limit: Please note that all certifications must be completed within 7 years at current standards. In addition, external credit will not be granted for courses that you took more than 7 years ago (or 3 years for computer courses).

Program Changes: In order to meet academic standards, program reviews must occur every 5 to 7 years. This ensures (a) program viability, (b) the program meets the needs of the community and (c) that the program outcomes are current.

Residency Requirement: In order to graduate with a certificate, 25% of course hours taken must not overlap between past certifications. External credits are not considered as a 'residence credit'.

Health Care Office Assistant Certificate



Designed to provide graduates with the knowledge and skills needed to function as a clerk/assistant/receptionist in a variety of health care facilities including hospital units, doctor's offices and clinics. Field placement is optional but highly recommended.

COMP-1066	Computerized Accounting ✓
COMP-1378	Microsoft Office Essentials ✓
HLTH-1006	Basic Anatomy & Related Terminology ✓
HLTH-1007	Processing Physicians' Orders ✓
HLTH-1091	Patient Preparation ✓
COMP-1128	Computerized Billing ✓
COMM-1054	Professional Communication for HCOA ✓
HLTH-1010	Organizational Skills ✓
OFAD-1006	Records Maintenance & The Law ✓
COMP-1130	Medical Transcription ✓
DEVL-1017	Field Placement (150 hours, optional) ✓

Admission Requirements:

- OSSD or Mature Student Status

Note: for placements students must provide evidence of good health, which will include a medical review, immunization and T.B. test, a Standard First Aid and CPR certificate, and a criminal screen.

Basic Anatomy & Related Terminology

HLTH-1006

This basic course will focus on the anatomical structure and functions of the human body and the related terminology used to describe body parts, structure, and function. Related terminology will also include general or symptomatic terms, diagnostic terms, surgical procedures and abbreviations.

Day(s)	Date(s)	Time	Location
Tue	Sep 28-Nov 23	9am - 2:30pm	10TC
Fee: \$264.65 * HLTH-1006			

Computerized Accounting

COMP-1066

Learn principles of accounting and apply them with hands-on practice using Simply Accounting for Windows. Set up accounts payables, accounts receivables, payroll and a general ledger.

Day(s)	Date(s)	Time	Location
Mon	Sep 27-Dec 6	9am - 2:30pm	10TC
Fee: \$290.50 + TB * COMP-1066			

Computerized Billing

COMP-1128

You will learn the fundamentals of computerized medical billing, as well as an understanding of the Schedule of Benefits and Preambles of the Ministry of Health. It is strongly recommended that you have a sound foundation in medical terminology.

Day(s)	Date(s)	Time	Location
Wed Fri	Oct 29-Nov 19	9am - 2:30pm	10TC
Fee: \$218.12 + TB * COMP-1128			

Medical Transcription

COMP-1130

You will be introduced to medical documents and reports. This course is designed to simulate medical transcription practices used in a health care environment.

Day(s)	Date(s)	Time	Location
Mon	Sep 13-Dec 20	6:30pm - 9:30pm	01WC
Wed Fri	Nov 24-Dec 22	9am - 2:30pm	10TC
Fee: \$264.65 + TB * COMP-1130			

Microsoft Office Essentials

COMP-1378

This course focuses on the Health Care Office environment. You will acquire intermediate skills using a variety of operations found in Microsoft Word and Excel through hands-on experience and assignments.

Day(s)	Date(s)	Time	Location
Wed Fri	Sep 29-Oct 27	9am - 2:30pm	10TC
Fee: \$264.65 + TB * COMP-1378			

Organizational Skills

HLTH-1010

This course will focus on personal and organizational skills required by persons employed in health care in an office/clerical assistant role. This will assist them to effectively carry out their role in assisting with the administration of a nursing unit/health care facility office.

Day(s)	Date(s)	Time	Location
Thu	Sep 30-Jan 13	12:30pm - 3:30pm	10TC
Fee: \$264.65 * HLTH-1010			

Patient Preparation

HLTH-1091

The student will acquire the knowledge and skills required to prepare a client for examination, including measuring vital signs, height, weight and temperature, positioning and draping, tray preparation and specimen collection.

Day(s)	Date(s)	Time	Location
Tue	Nov 30-Jan 4	9am - 2:30pm	10TC
Fee: \$125.06 * HLTH-1091			

Processing Physicians' Orders

HLTH-1007

Enables students to demonstrate appropriate processing skills for the completion of physicians' orders.

Day(s)	Date(s)	Time	Location
Mon	Dec 13-Jan 31	9am - 2:30pm	10TC
Fee: \$187.10 * HLTH-1007			

Professional Communication for HCOA

COMM-1054

Designed to improve the student's written, verbal, and non verbal communications skills. An introduction to the essential concepts and skills required to build successful relationships on an individual, group and organizational basis is included. Communication, business ethics, teamwork, group dynamics, team building and customer relations are discussed.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Dec 21	6:30pm - 9:30pm	10TC
Thu	Sep 30-Jan 13	9am - 12pm	10TC
Fee: \$264.65 + TB * COMM-1054			

Records Maintenance & The Law

OFAD-1006

This course examines the health record as it is used in health care organizations. A major emphasis is on confidentiality and the legal aspects of health information documentation.

Day(s)	Date(s)	Time	Location
Wed Fri	Jan 5-Jan 26	9am - 2:30pm	01TC
Fee: \$218.12 * OFAD-1006			

Field Placement (Optional)

Call 519-421-0144 for placement details.

Day(s)	Date(s)
Mon-Fri	Feb 1-Feb 28
Fee: \$308.50 *	

Footcare for RNs and RPNs

Footcare for Nurses - Basic

NRSQ-1046

Designed in accordance with the provincial ministry guideline. The purpose of this course is to expand the knowledge and skills of the Registered Nurse and the Registered Practical Nurse in relation to nursing care of the feet. Students: please bring lab coat.

Day(s)	Date(s)	Time	Location
Mon Tue	Nov 22 - Nov 23	9am - 4pm	01WC
Fee: \$284 + TB ■ NRSQ-1046			

Footcare Advanced

HLTH-1048

Participate in theory, classroom, lab and clinical sessions to develop your knowledge in foot care in accordance with the guidelines set by the Ministry of Ontario. This course was developed to expand the knowledge and skills of the RN or RPN related to nursing skills in foot care. Students: please bring lab coat.

Day(s)	Date(s)	Time	Location
Wed-Fri	Nov 24-Nov 26	9am - 4pm	01WC
Fee: \$520.09 + TB ■ HLTH-1048			

Pharmacy Technician Bridging Education



The Pharmacy Technician Bridging Education Program, developed jointly by the Colleges of Ontario Network for Education and Training and the Ontario College of Pharmacists has been designed to assist pharmacy technicians currently working in the profession to meet new regulatory requirements and expanded practice capabilities introduced by the Ontario government with the Health System Improvement Act, 2007. The registration requirements for pharmacy technicians currently working in both community-based and hospital practice settings include successful completion of bridging education and completion of an entry to practice examination developed by the Pharmacy Examining Board of Canada (PEBC). Pharmacy technicians will be required to provide documented evidence of completion of the full Bridging program, as approved by Council to meet the requirements for registration with the Ontario College of Pharmacists and to practice in the new and expanded role.

Admission Requirements:

- The target group for the bridging program includes individuals who are currently working as pharmacy technicians, AND have successfully completed the OCP Certification examination or the PEBC national evaluating examination.
- Fanshawe College does not require proof of completion; however the OCP does require proof of completion in order to recognize any courses within the bridging program.

Courses

PHRM-1045	Professional Practice ✓
PHRM-1042	Product Preparation
PHRM-1043	Management of Drug Distribution Systems
PHRM-1044	Pharmacology ✓

Pharmacology - Pharmacy Technician Bridging PHRM-1044

This course provides a practical, applied approach to pharmacology. The student will enhance his/her ability to practice competently and contribute to a safe patient care setting, participants will gain basic knowledge related to the pharmacological uses of drugs within a variety of commonly encountered medical conditions.

Day(s)	Date(s)	Time	Location
Tue	Nov 23-Dec 23	6:30pm-9:30pm	Ingersoll
Fee: \$202.61 + \$10 MF +TB* PHRM-1044			

Professional Practice - Pharmacy Technician Bridging PHRM-1045

Students will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills.

Day(s)	Date(s)	Time	Location
Tue Thu	Sep 30-Nov 18	6:30pm-9:30pm	Ingersoll
Fee: \$264.65 * PHRM-1045			

Personal Support Worker

Personal Support Workers make a difference by assisting individuals and their families through various life stages. PSWs provide care and support to people living at home and in long term care facilities. This program meets the Ministry of Ontario Guidelines. Program courses must be completed in sequence as offered (except the general elective course).

Admission Requirements:

- Ontario Secondary School Diploma with courses from the college/university stream OR
- Mature applicants (19 years of age or over) with appropriate preparation
- Completion of Literacy Testing as administered by the college may be required
- Applicants must complete the Health Standards Form and the required review including a medical, immunizations, TB test (or chest x-ray) prior to practical portions of the program
- Applicants must have a First Aid/CPR certificate – valid for the period of the clinical and community placements
- Applicants are required to provide a copy of a completed Criminal Screen Check and are advised that criminal convictions for which pardons have not been received may not permit students to complete the placement portions of the program

Compulsory Courses (Level I):

HLTH-1092	Foundations of Personal Support ✓
HLTH-1093	Health & Wellness ✓
HLTH-1094	Self & Others for PSW ✓
HLTH-1095	Human Body Structure & Function ✓
HLTH-1096	PSW Laboratory Practice ✓

Plus: One General Education Elective Course worth 3 credits.

Compulsory Courses (Level II):

HLTH-1098	Life Transitions
HLTH-1099	Ongoing Health Challenges
HLTH-1100	Mental Health & Cognitive Impairment
HLTH-3021	PSW Clinical Consolidation
HLTH-3022	PSW Community Placement
HLTH-3020	PSW LTC Clinical

Level II will begin in January 2011.



Foundations of Personal Support

HLTH-1092

Introduce yourself to the role of the Personal Support Worker (PSW) and the scope of practice for the PSW within the health care system. Through class discussion, seminars, and lectures, you will explore topics ranging from confidentiality and privacy to legislation involving the health care system.

Day(s)	Date(s)	Time	Location
Mon	Sep 27-Nov 1	5pm - 10pm	10WC
Fee: \$187.10 +TB * HLTH-1092			

Health and Wellness HLTH-1093

Students will be introduced to core concepts and skills; providing compassionate care to all; growth and development throughout the life span; food safety, meal planning and feeding; assisting with mobility, positioning, lifts and transfers; ensuring safety in both homes and institutions; personal hygiene and grooming; infection control; caring for mothers, infants, children and the elderly; abuse; and documentation. The individual's rights to safety, dignity, respect, privacy and confidentiality will be emphasized.

Day(s)	Date(s)	Time	Location
Mon Tue Thu Nov	8-Dec 16	5pm - 10pm	10WC
Fee: \$419.75 * HLTH-1093			

Human Body Structure & Function

HLTH-1095

This course is designed to introduce beginning support workers to the structure and basic function of the human body. Discussion will center on the normal and age-related changes that occur through the lifespan. You will use medical terminology throughout the course to develop a basic scientific vocabulary.

Day(s)	Date(s)	Time	Location
Tue	Sep 28-Nov 23	5pm - 10pm	10WC
Fee: \$264.65 * HLTH-1095			

Self & Others for PSW HLTH-1094

This course provides you with the skill needed to excel as a Personal Support Worker. Examine self, personal beliefs and values as well as the concept of the helping relationship and interpersonal relationships with others. Develop knowledge, skills and attitudes for career and college success.

Day(s)	Date(s)	Time	Location
Thu	Sep 30-Nov 25	5pm-10pm	10WC
Fee: \$264.65 * HLTH-1094			

Look for our new

Pharmacy Assistant Program

starting Winter 2011.

Call 519-421-0144 for details.

Computerized Office Essentials Certificate

Preparing for a career in an administrative role? This certificate program will provide you with the skills, knowledge and confidence when using the most up-to-date computer applications found in offices today.

Courses:

COMP-1065	PC Hardware & File Management ✓
COMP-1063	Windows O/S Level I OR
COMP-1366	Windows Vista Level I ✓
COMP-1359	Keyboarding Essentials ✓
COMP-1075	Outlook Level I ✓
COMP-1246	Wordprocessing with Word ✓
COMP-1247	Spreadsheets Using Excel ✓
COMP-1248	Database with Access-Intro
COMP-1068	Desktop Publishing & Presentations ✓
COMP-1066	Computerized Accounting
COMP-1076	Integrating Microsoft Office
MGMT-1166	Customer Service & Office Etiquette OR
MGMT-1111	Customer Service Excellence

Desktop Publishing COMP-1068

Participants will be shown how to make useful business aids such as brochures, letterhead and business cards, using Microsoft Publisher, a desktop publishing package. Students will make presentation slides using Microsoft PowerPoint and import graphics, charts and pictures into the presentation.

Day(s)	Date(s)	Time	Location
Tue	Jan 11-Apr 5	6:30pm - 9:30pm	10TC
Fee: \$218.12 +TB * COMP-1068			

Keyboarding COMP-1359

This dual-level keyboarding course is suitable for both beginners and those with some prior keyboarding knowledge. Students new to computers develop an understanding of the keyboard and master the skills of touch typing. All participants develop their skills through drills and exercises provided by a computer keyboarding program.

Day(s)	Date(s)	Time	Location
Mon	Sep 27-Nov 1	6:30pm - 9:30pm	10TC
Fee: \$109.55 +TB * COMP-1359			

Outlook Level I COMP-1075

Use Outlook's e-mail component to effectively manage incoming and outgoing messages. Explore other Outlook components to schedule appointments, manage contacts and keep track of tasks and projects.

Day(s)	Date(s)	Time	Location
Mon	Nov 8-Dec 6	6:30pm - 9:30pm	10TC
Fee: \$109.55 +TB * COMP-1075			

PC Hardware & File Management

COMP-1065

You will become familiar with the inner components and workings of a personal computer, being able to identify parts and their purpose. You will learn about file and directory structure and management.

Day(s)	Date(s)	Time	Location
Tue Wed	Sep 28-Oct 20	6:30pm - 9:30pm	10TC
Fee: \$156.08 * COMP-1065			

Spreadsheets Using Excel

COMP-1247

Upon successful completion you will be able to demonstrate the ability to use a spreadsheet application. You will understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. You will be able to accomplish standard mathematical and logical operations using basic formulas and functions.

Day(s)	Date(s)	Time	Location
Mon Wed	Jan 10-Feb 9	6:30pm - 9:30pm	10TC
Fee: \$187.10 +TB * COMP-1247			

Windows Vista Level 1 COMP-1366

Learn how to operate effectively within the Windows Vista environment. Learn about using the task bar interface, finding and creating files, file naming conventions, accessing the streamlined start menu, using Windows flip and side bars. You will leave this course with the knowledge to manage and organize your files, work with desktop icons and set up your print management facilities all within the Windows Vista environment.

Day(s)	Date(s)	Time	Location
Tue Wed	Oct 26-Nov 9	6:30pm - 9:30pm	10TC
Fee: \$109.55 +TB * COMP-1366			

Wordprocessing with Word

COMP-1246

Upon successful completion you will be able to demonstrate the ability to use a word processing application. You will understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. You will also demonstrate competence in using some of the more advanced features such as creating tables, using pictures and images within a document, importing objects and using email merge tools.

Day(s)	Date(s)	Time	Location
Tue Wed	Nov 10-Dec 14	6:30pm - 9:30pm	10TC
Fee: 187.10 +TB * COMP-1246			

Fast Track Your Certificate

Our four Fast Track programs are designed to offer you a complete certification geared for today's workplace in as little as thirteen weeks.

- Food Service Worker
- Gas Technician 3
- Health Care Office Assistant
- Personal Support Worker

Join us for an upcoming information session regarding these exciting Fast Track programs.

Thursday, September 9th
Tillsonburg 10:00am
Woodstock 4:00pm

Get a College Certificate and Land Your Dream Job!

We're always open.
Register by Fax:



Woodstock
519-539-3870

Tillsonburg
519-842-6398

Need to become computer savvy?

We have classes for that...

Computers - A Starting Point COMP-9247

An excellent beginner computer course. Patient instructors guide students through the basics of computer hardware and software. Navigate your computer with greater confidence while exploring word processing with Word, spreadsheets with Excel and Internet email.

Day(s)	Date(s)	Time	Location
Tue	Sep 14-Nov 16	6:30pm - 9:30pm	01TC
Wed	Sep 15-Nov 17	6:30pm - 9:30pm	02WC

Fee: \$178.10 +TB ▲ COMP-9247

Computers Made Easy for Seniors COMP-9573

This course provides students with a foundation in the basic knowledge and skills computer users rely upon. The course includes the basic terms and concepts needed for continued use and understanding of the computer. The instructor provides insight into word processing, the Internet, and what you need to know to be an educated computer consumer.

Day(s)	Date(s)	Time	Location
Mon	Sep 20-Nov 1	2pm - 5pm	01WC
Wed	Sep 22-Oct 27	1:30pm - 4:30pm	02TC

Fee: \$112 +TB ▲ COMP-9573

Digital Photography

PHOT-9007

Discover the fundamentals of your digital or 35mm single lens reflex camera (not for fully automatic cameras). Learn about composition, exposure, downloading and sharing photos, digital basics to expand your skills in photography. Bring camera with memory cards (and manual if you have it) to first class.

Day(s)	Date(s)	Time	Location
Wed	Oct 6-Oct 27	6:30pm - 9:30pm	01WC
Mon	Oct 18-Nov 8	6:30pm - 9:30pm	02TC

Fee: \$95 ▲ PHOT-9007

Keyboarding for Kids COMP-9571

If you're looking for a way to get kids comfortable with the keyboard, this course is a good choice. Children will learn the location of keys, and although specific hand placement is not taught, they will begin to divide the keyboard into right hand and left-hand keys. Lessons include typing upper and lowercase letters, numbers, short words, sentences, and punctuation. Kids will also learn to use the spacebar and the return/enter key. Games are used to reinforce the skills learned. For ages 8 to 12.

Day(s)	Date(s)	Time	Location
Sat	Sep 18-Oct 30	9:30am - 11am	01WC
Wed	Sep 22-Oct 27	5:15pm - 6:45pm	02TC

Fee: \$49 ▲ COMP-9571

Microsoft Excel COMP-9256

Get hands on experience with the newest release of Microsoft Excel. Learn the basics including creating a spreadsheet, formulas, functions, editing data and ranges.

Day(s)	Date(s)	Time	Location
Thu	Sep 23-Oct 14	6:30pm - 9:30pm	01WC
Thu	Oct 7-Oct 28	6:30pm - 9:30pm	02TC

Fee: \$112 +TB ▲ COMP-9256

Microsoft Excel - Advanced

COMP-9489

Learn advanced functions of this software such as 3-D referencing, linking, numerical calculations with named cells, conditional formatting features, etc.

Day(s)	Date(s)	Time	Location
Thu	Oct 28-Nov 18	6:30pm - 9:30pm	01WC

Fee: \$112 ▲ COMP-9489

Microsoft Outlook in a Day

COMP-9451

Take the confusion out of email and learn to use many of the time saving features of Outlook 2007. Learn the fundamentals of sending and organizing emails, sending attachments and more. You will also learn to schedule appointments and meetings, managing contacts and tasks.

Day(s)	Date(s)	Time	Location
Fri	Sep 23	9:30am - 3:30am	01WC
Sat	Sep 24	9:30am - 3:30pm	01TC

Fee: \$112 ■ COMP-9489

Starting Point - The Next Step

COMP-9059

If you've completed "Starting Point" and want to move on to the next level, this course is for you! We'll review the basics of Windows, file management, software, e-mail and the Internet and then explore these topics in more detail. Learn how to download from the Internet, protect your computer from viruses, and much more.

Day(s)	Date(s)	Time	Location
Tue	Oct 19-Dec 7	6:30pm - 9:30pm	01WC

Fee: \$147.08 * COMP-9059

Word 2007 for Windows in a Day

COMP-9166

Learn the fundamentals of editing, formatting and the basics of using Microsoft Word. We also will look at more advanced features such as creating tables, using pictures and images within a document, and using email merge tools.

Day(s)	Date(s)	Time	Location
Sat	Oct 23	9:30am - 3:30pm	01WC
Fri	Nov 5	9:30am - 3:30pm	02TC

Fee: \$121 ■ COMP-9166

We have our feet firmly planted in our **COMMUNITY...**



Fanshawe College, Oxford County staff and students are proud to support many community organizations:

- Adult Basic Literacy Program
- Building the Vision Campaign, WGH
- Children's Aid Society of Oxford County
- Canadian Cancer Society Relay for Life
- Dairy Capital Run
- Ingersoll Fusion Centre
- Sakura House - VON Oxford
- Tillsonburg Lions Club
- United Way of Oxford

just to name a few. We are **YOUR** community college - right here in your own backyard!

Wrap up the Gift of Learning



Gift certificates for Oxford County courses in any denomination are available.

Call 519-421-0144 or
519-842-9000.

Purchase a Fanshawe College
Gift Certificate today!

Manufacturing Leadership Certificate Program

The Manufacturing Leadership Certificate Program (MLCP) has been developed through a training partnership of Ontario Community Colleges and the Canadian Manufacturers and Exporters (CME). Global competition, the development of advanced technologies and other economic challenges, are rapidly changing the way Canadian business and industry operate.

Compulsory Courses:

MGMT-1095	Supervisory Skills for Business and Industry ✓
MGMT-1096	Coaching & Developing People ✓
MGMT-1097	Developing Effective Teams
MGMT-1099	Continuous Improvement ✓
BUSI-1076	The Business of Tomorrow

Coaching and Developing People

MGMT-1096

Lifelong learning has become a necessity in today's rapidly changing workplace. The coaching and developing of people, in order to encourage their ongoing learning process, is a crucial component in this dynamic environment. This course will provide each participant with the knowledge necessary to develop lifelong learning principles in the workplace. As each team player takes on the role of coach, new skills will be learned to enhance a lifelong learning environment at their individual workplace.

Day(s)	Date(s)	Time	Location
Mon	Sep 27-Dec 6	6:30pm - 9:30pm	01WC
Fee: \$415 +TB *		MGMT-1096	

Continuous Improvement

On completion of this course, participants will understand the need for and practical application of Continuous Improvement concepts by identifying and using appropriate tools in order to contribute to organizational goals.

Day(s)	Date(s)	Time	Location
Thu	Sep 30-Dec 2	6:30pm - 9:30pm	01TC
Fee: \$415 + TB *		MGMT-1099	

Supervisory Skills for Business and Industry

MGMT-1095

Today, effective supervision is very challenging. The successful supervisor needs a wide range of specialized skills including time management, effective communication, customer service relations and understanding of complex government legislation. This course will help supervisors develop these skills as well as an awareness of the multi-faceted approach to leadership demanded in the modern business environment.

Day(s)	Date(s)	Time	Location
Wed	Sep 29-Dec 1	6:30pm - 9:30pm	01TC
Fee: \$415 *		MGMT-1095	

Gas Technician 3

The Gas Technician fast-track programs listed below meet the Technical Standards and Safety Authority (TSSA) requirements for certification. Once you have completed all the courses in the programs you can apply to TSSA for certification. A certification fee will apply.

Gas Technician 3 - Level 1

MACH-1141

This course covers modules 1,2,3 and 4 of the TSSA gas technician curriculum. Areas of study are protecting yourself and others; fasteners, hand and power tools; properties, characteristics and safe handling of propane and natural gas; installation codes and regulations.

Day(s)	Date(s)	Time	Location
Tue-Thu	Sep 7-Oct 12	5:30pm-10pm	01WC
Fee: \$393.90 + TB *			

Gas Technician 3 - Level 2

MACH-1142

Prerequisite: MACH-1141

This course covers modules 5,6,7,8 and 9 of the TSSA gas technician curriculum. Areas of study include: introduction to electricity; technical manuals, specifications, schematics, drawing and graphs, customer relations, introduction to gas appliances and venting.

Day(s)	Date(s)	Time	Location
Tue-Thur	Oct 13-Dec 9	5:30pm-10pm	01WC
Fee: \$817.06 *			

Information Session for Gas Tech 3

Tuesday, August 31st at 4:30pm.

Please call 519-421-0144 to confirm attendance.

REGISTER EARLY!

PREVENT COURSE CANCELLATIONS.
REGISTER AT LEAST THREE
BUSINESS DAYS BEFORE THE FIRST
SCHEDULED CLASS.

Think Green!

The following new courses are offered at the London Campus this fall...

Solar And Wind Power For The Home Owner

DESG-9070

Whether it's high electricity bills or concern about Ontario's coal and nuclear plants, it's time to make your own clean green renewable energy from the sun and wind. Learn how to save money by making your home, business or apartment more efficient and the ECO-nomic approach to renewable energy which will maximize your paycheck. With the Ontario Government's "Green Energy Act" you'll be paid the highest rate in North America for the electricity you produce with your solar panels, so there's never been a better time to invest. This is a fun and informative workshop open to anyone and no background in electricity is required.

Day(s)	Date(s)	Time	Location
Sat	Nov 6	9am-12pm	60LC
Fee: \$98 +HST •		DESG-9070	

Sustainable Solutions

DESG-9081

This workshop will show you how to start making your own electricity with clean, green, renewable energy from the sun and wind. You'll learn how to save money by conserving electricity in your home, business or apartment and then how quickly an investment in solar and wind power can pay for itself. Since you can now sell your power back to the grid, there's never been a better time to invest in renewable energy. Learn how to assess your power requirements and what components you'll need to generate electricity with a clear conscience. This is a non-technical workshop that you do not need a background in electricity to attend. This workshop will give you a framework to work from.

Day(s)	Date(s)	Time	Location
Sat	Nov 6	9am - 4pm	60LC
Fee: \$133 +HST •		DESG-9081	

Graduation
Wednesday,
October 20th 2010



Students must apply to graduate. Once your application has been reviewed, you will be notified of your eligibility via email. Please ensure we have your correct email address on file. Graduation forms are available at www.fanshawec.ca/ce.

Academic Upgrading

EMPLOYMENT ONTARIO

Ontario's employment & training network

A **FREE** program sponsored by the Ministry of Training, Colleges and Universities. The Academic Upgrading Program is unique in that it provides classroom instruction blended with intensive support from a learning coach to upgrade literacy and numeracy skills to a level that meets the needs of the learner.

Academic Upgrading Program - General

The Academic Upgrading Program is designed to prepare people for their GED, employment, further training, pre apprenticeship, apprenticeship or Ace. Learners book an appointment for a skills assessment with a program consultant. Information gathered at this session, will be used to develop an individualized training plan that reflects the learners' abilities, goals and time commitment. Once the plan has been developed, classes can begin – this program has a continuous intake so learners can start at any time. There are part-time, full-time, day class or night school options available.

Our upgrading programs prepare people for:

- Further training
- Employment
- GED (General Education Development – government exam for grade 12 equivalency)
- ACE (Academic Career Entrance), TOWES (Test of Workplace Essential Skills).

Academic & Career Entrance Certificate

The A.C.E. Certificate is recognized, provincially, as a Grade 12 equivalent for the purpose of admission to Ontario Colleges in preapprenticeship, apprenticeship, post-secondary programs and employment.

Compulsory Courses:

COMM-0006	Communications
MATH-0010	Mathematics Fundamentals

Elective Courses (Select 2):

COMP-0002	Computers
SKLS-0004	Self-Management/Self-Direction
BIOL-0004	Biology
CHEM-0004	Chemistry
PHYS-0006	Physics
MATH-0009	Apprenticeship Math
MATH-0011	Business Math
MATH-0012	Technical Math

To book an assessment please call the Woodstock Campus at 519-421-0144 or the Tillsonburg Centre at 519-842-9000, ext 225.

A.C.E. Online

Fanshawe College also offers the ACE certificate online. For more information please contact 519-421-0144 or contact cholt@fanshawec.ca

Fanshawe College cares about your success and are committed to providing you with high quality on line courses and support to enable you to reach your goal. To help you succeed, an Assessment and Orientation course called Learn to Learn was developed. All ACE Online students must complete the Learn to Learn course BEFORE enrolling in an ACE Online course.

The Learn to Learn course is a required twenty hour course intended to help you determine if on line learning is the right choice for you.

Workplace Essential Skills Training

WEST concentrates training on the 9 Essential Skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. These skills are used in nearly every occupation and throughout daily life in different ways and at different levels of complexity.

Individual and workplace training opportunities exist. For more information contact the WEST Centre at 519-539-5983.

Learn a Language



Experience an engaging learning opportunity that combines the most innovative content with the latest in learning theory and pedagogy while leveraging state of the art technology.

Your Interactive Language Experience Includes:

- Easy-to-comprehend content created by expert instructional designers
- Specialized oral communication content
- Business and Culture specific content
- Reading, Writing, Speaking, and Listening Workshops
- Speech Recognition with playback and achievement scale
- Spoken Error Tracking System (SETS®) technology which automatically detects and corrects your pronunciation errors
- Professional voice-overs, videos, 3-D animations, and real-world graphics
- 10,000 vocabulary words
- Accessibility – anytime and anywhere!

Languages Offered:

- Dutch
- English (ESL)
- French
- Italian
- Japanese
- German
- Spanish

To register please call the Woodstock Campus at 519-421-0144. **These are Online Courses.**

Create Corporate Success with Fanshawe College...

Educating the workplace is Fanshawe College's business. Successful companies recognize the value of needs assessment, staff recognition, relevant training, measurable outcomes and performance coaching. Fanshawe recognizes the value of intensive one and two day training sessions that minimize the time a valuable employee is out of the office/off the job. Our business sessions are fact-filled, with a perfect blend of theoretical and practical information taught by facilitators who understand business and know how to promote thoughtful discussion and implement change.

DDI Courses

Fanshawe College, Corporate Training offers customized DDI training solutions in:

- Building an Environment of Trust
- Coaching for Improvement
- Coaching for Success
- Developing Others
- Essentials of Leadership
- Influential Leadership
- Leading Change
- Leading High Performance Teams
- Motivating Others
- Reaching Agreement
- Resolving Conflict
- Valuing Others

Information Technology Training

Keeping pace with the ever changing world of technology is crucial in our global economy. Use our state of the art computer labs or let us come to your site and train staff in:

- Adobe Photoshop
- AutoCAD
- MS Access
- MS Excel
- MS PowerPoint
- MS Project
- MS Word
- Simply Accounting
- Web Design & Layout



Call 519-421-0144 or 1-800-265-9257 for further information on Corporate Training. Workshops can be delivered at our locations or at your location of choice.

Registration Information

Certificate Programs

1. In all Certificate Programs you may take either selected courses only or all required courses to achieve a Certificate/Diploma.
2. Prerequisites are listed with each course description and you must complete these requirements prior to registration. It is your responsibility to ensure that you have the necessary prerequisites. If you are in doubt about any prerequisite, please call the Woodstock office at 519-421-0144, or the Tillsonburg office at 519-842-9000.
3. Courses will be taught at a level that presumes you have taken the prerequisite course. Those who are working to complete a Certificate/Diploma Program will be required to take any missing prerequisite courses if they intend to graduate.
4. COURSE CREDITS may be granted for courses taken elsewhere. If you feel that you have equivalent courses, please obtain an Application for Course Credit at the Woodstock or Tillsonburg office.
5. All graded courses can be taken on an audit basis. This means you do not write tests and exams, nor do you receive a grade or credit for the course. Forms declaring your audit status will be available on the first class night. This is for those who wish to take the course for general interest or content only.
6. When you have completed all courses in a particular program please notify the Woodstock office that you are eligible for graduation.

NOTE: Fanshawe College reserves the right to make changes to the information in this brochure without prior notice. The College reserves the right to cancel a program or course and to change the location and term in which these programs/courses are offered because of insufficient registrations or for other budgetary reasons.

Four Ways to Register

1. By Telephone

Woodstock : 519-421-0144
Tillsonburg: 519-842-9000



2. By Fax

Woodstock : 519-539-3870
Tillsonburg: 519-842-6398



3. By Mail

Use the application form provided on the following page.



4. In Person

Woodstock:
Mon - Thu 8:00am - 8:30pm
Fri 8:00am - 4:30pm

Tillsonburg:
Mon - Thu 8:30am - 8:30pm
Fri 8:30am - 4:30pm



Alumni

Alumni (graduates of certificate or diploma programs) who present their PERKS card will receive a 10% discount on courses listed in the CE course guide, to a maximum of \$50 per registration. Get your Alumni PERKS card today, call 519-452-4285.

Audit Status

Students who register in a graded course but do not wish to complete assignments, write tests or exams, or receive a grade, must declare their audit status to their instructor the first night of class and complete the appropriate form.

Course Cancellation

Full refunds will be issued if the College cancels a course or workshop because of insufficient registrations.

Course Prerequisites

Prerequisites are listed with each course description and you must complete these requirements prior to registration. Course credit may be granted based on education and/or training.

Course Fees/Income Tax

Payment for course fees can be made by cash, cheque, money order, VISA, MasterCard or Interac. We do not accept post dated cheques. The fee receipt is also your income tax receipt. Course fees may include a college service fee which is not tax deductible.

Late Registration

Registrations may be accepted up to the start of the second class for most courses.

Financial Assistance

If you register in a Ministry approved credit course, diploma or certificate program, financial assistance may be available to those who qualify. Inquire at the Financial Aid Office, 519-452-4280 concerning Canada Student Loan, Ontario Special Bursary and Fanshawe College Student Assistance Bursary. If registered in a credit course not eligible for any other financial assistance funding, you may be eligible for a CE Bursary (limited funds available).

Students with Disabilities

The office of Services for Students with Disabilities is available to consult with students who require academic accommodations as a result of a disability. Call 519-452-4282 for more information.

Student Withdrawal

Upon written request, a student in a graded course may withdraw from the course without academic penalty by a deadline date representing 70% of the course duration. For courses 12 hours or less in length, the student must withdraw one week prior to the start date. The student's academic transcript will display a "W" grade for the course. Forward requests to the Continuing Education office. Failure to withdraw before this date will result in a "F" grade.

Text Books

Text books will be available for purchase the first class night of your course. If students are not at first class the student should get the text from the Continuing Education office during regular office hours.

Transcripts

Students can view final course marks for graded courses on WebAdvisor, through the Fanshawe College web site. For help with logging on to this site please call the student helpdesk at 519-452-4478. Students who require a formal transcript may request it in writing or in person through the Office of the Registrar at 519-452-4277.

Postponed Classes Due To Weather

In the event of inclement weather, postponement of classes will be announced on local radio stations (101.3, 103.9, 104.7) after 4PM.

Waiting Lists

If you apply for a course which is filled, ask to have your name added to the waiting list. If a vacancy occurs or if an additional class is scheduled you will be contacted.

Refund Policy

1. Upon request, a student will be issued a partial refund if he/she withdraw from a course no later than the refund deadline. The refund will be less an administration charge plus tax where applicable.
2. The administration fee of \$23, plus GST/HST where applicable, will be charged for withdrawals and transfers; a fee of \$32 will be charged for credit courses only.
3. Full refunds will be issued for courses cancelled by the College.
4. There will be no refunds for courses with fees of \$23 or less.
5. Short courses, workshops, computer and on-line distance learning, and self-study courses have specific deadlines for refunds, typically seven days before the start of the first scheduled class. Please note the symbol associated with each course to determine which withdrawal date is applicable.

Course Registration

Woodstock Campus

Information: 519-421-0144
Fax: 519-539-3870
Mail: Fanshawe College, 369 Finkle St.
 Woodstock, ON. N4V 1A3

Tillsonburg Centre

Information: 519-842-9000, ext.225
Fax: 519-842-6398
Mail: Fanshawe College, 90 Tillson Ave
 Tillsonburg, ON. N4G 3A1

Student Number: _____

Last Name: _____ ***First Name:*** _____ ***Middle Name:*** _____

Address: _____

City: _____ *Province:* _____ *Postal Code:* _____

Home Phone: _____ *Business Phone:* _____

E-mail: _____ Date of Birth: D _____ M _____ Y _____ Male ☐ Female ☐
(Please ensure that we have your current email address on file.)

Course Code & Section Number (eg. ACCT-1004 -01WC)	Course Name	Start Date/Time	Location (eg. Woodstock,, Tillsonburg)	Total Fee

Effective July 1st 2010, fees subject to HST as applicable

Method of Payment

☐ *Cash* ☐ *Cheque* ☐ *Money Order*

☐ *MasterCard* ☐ *Visa* ☐ *Interac*

Registrations will not be processed without full payment.



Credit Card Number

Expiry Date

Card Holder's Name (PLEASE PRINT)

Card Holder's Signature

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative and statistical purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar, Fanshawe College, PO Box 7005, London, ON, N5Y 5R5, telephone 519-452-4277.

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Get a...
NIGHT LIFE

CONSIDER ONE OF OUR

FULL-TIME POST-SECONDARY programs



CHOOSE FROM:

Business Foundations

8-Month Certificate Program
Starts September in Woodstock

Child and Youth Worker

3-Year Diploma Program
Starts January in Woodstock

Computer Applications & Business Documentation

6-Month Certificate Program
Starts Every 6 Weeks in Woodstock

Hair Stylist

48-Week Diploma Program
Starts September & January
in Woodstock

Heating, Refrigeration and Air Conditioning Technician

2-Year Diploma Program
Starts September in Woodstock

Personal Support Worker

8-Month Certificate Program
Starts November in Tillsonburg

Police Foundations

Accelerated
48-Week Diploma Program
Starts September in Woodstock

Practical Nursing (RPN)

2-Year Diploma Program
Starts September in Woodstock

ENROLL TODAY AT ontariocolleges.ca

fast track programs

Start your new career in just months!



Food Service Worker Certificate

Starting September 2010
in Tillsonburg

Gas Technician 3

Starting September 2010
in Woodstock

Health Care Office Assistant Certificate

Starting September 2010
in Tillsonburg

Personal Support Worker Certificate (part-time)

Starting September 2010
in Woodstock

Call today for details!

Woodstock: 519-421-0144

Tillsonburg: 519-842-9000

**SPACE IS
LIMITED.**

Register today!

fanshawec.ca/oxford