

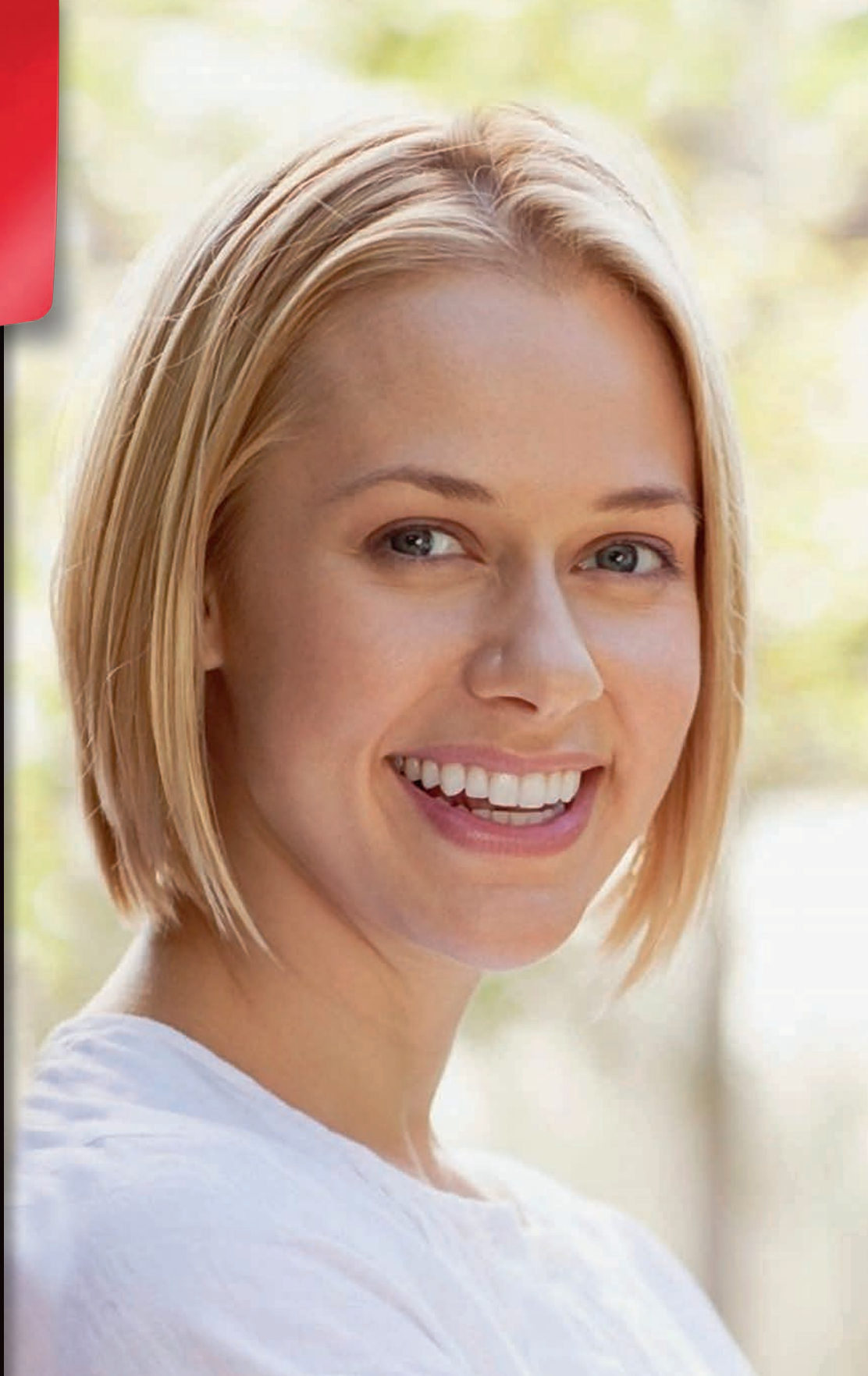


FANSHAWE  
COLLEGE

SPRING/SUMMER  
CE GUIDE 2012

# OXFORD COUNTY

Woodstock | Community Education & Training Services



**MAKE A DIFFERENCE**

[www.fanshawec.ca/oxford](http://www.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**  
90 Tillson Avenue  
Tillsonburg, Ontario, N4G 3A1  
Information: 519-842-9000 x225  
Fax: 519-842-6398  
www.fanshawec.ca/tillsonburg

# How to Read Your Course Guide



## Oxford County Campus Advisory Committee 2010/2011

Rod Freeman	Wendy Palen	Joanna Taylor
Ross Gerrie	Cephas Panschow	Natasa Veljovic
Gail Malcolm	Jeff Surridge	Martin Wylie

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

**TRUST YOUR CORPORATE TRAINING TO THE EXPERTS IN WORKFORCE DEVELOPMENT!**

**BENEFIT FROM**

- analysis of training requirements
- comprehensive training plans
- quality training delivered at your location or ours
- flexible scheduling

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**FANSHAWE COLLEGE**  
Oxford County

# We Build Futures...

## Make it happen @ Fanshawe

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Certificate			

### Fast Track Your Certificate

Our Fast Track programs are designed to offer you a certificate geared for today's workplace.

- Certificate in Supply Management
- Computer Applications and Business Documentation
- Personal Support Worker
- Gas Technician 3 (Certification)

Call 519-421-0144  
for more information.

Get a College  
Certificate and  
Land Your  
Dream Job!



**Registration begins  
Monday, March 26th.**

### New This Spring . . .

The Basics of Investing

Facebook 101

It's a Guy Thing - It's a Girl Thing!

Basic Electrocardiography

Certificate in Supply Management

*Community Driven . . . Student Focused*



## A Guide To Bookkeeping For Non Profit Organizations

FINA-9069

**FREE!**

A non-profit organization exists to achieve a goal or a set of goals. The money it has is an important tool to reach these goals; a good bookkeeping system is necessary to monitor the funds. Every organization should elect or appoint a treasurer whose duties are to perform and record all financial transactions and prepare financial statements and reports. This workshop will help you to understand the tools a treasurer needs to do a good job.

Day(s)	Date(s)	Time	Location
Mon	Apr 16-Apr 23	6:30pm - 9:30pm	01WC
Fee: FREE ■		FINA-9069	

## 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 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 6pm-10pm and Sat 8am-6pm.

Day(s)	Date(s)	Time	Location
Fri Sat	Apr 27-Apr 28	8am - 6pm	01WC
Fri Sat	May 25-May 26	8am - 6pm	02WC
Fri Sat	Jun 22-Jun 23	8am - 6pm	03WC
Fri Sat	Jul 20-Jul 21	8am - 6pm	04WC
Fri Sat	Aug 17-Aug 18	8am - 6pm	05WC
Fee: \$303.41 ■		MECH-9007	

## Barbeque Gourmet

FDMG-9184

Love the thrill of the grill and experimenting with food and seasonings to create delicious extraordinary barbecued meals? Learn to try a variety of methods and foods to expand your barbecuing expertise. Your family and guests will be in awe! Location: Ecole Notre Dame

Day(s)	Date(s)	Time	Location
Thu	Jun 7	6pm - 9pm	01WC
Fee: \$54 ■		FDMG-9184	

## 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
Wed	May 2-Jul 18	6:30pm - 9:30pm	01TC
Fee: \$209.12 +TB *		COMM-9109	

## Become An iPhone Expert

COMM-9134

Get the most out of your iPhone by learning how to use all of its powerful capabilities. Filled with tips, tricks, and shortcuts, this course will show you how to set up your iPhone, make calls, manage voicemail, and load contacts. You'll also learn how to send and receive email, look up turn-by-turn directions, listen to music, plan your week, play videos, and so much more. Plus, you'll find out how to install third-party applications. Now that you've got the hottest handheld on the market, take it to the limit!

Day(s)	Date(s)	Time	Location
Tue	Apr 24	6:30pm - 9:30pm	01WC
Fee: \$52 ■		COMM-9134	

## Chef's Table - The Manse

FDMG-9178

In the historic surroundings of a superbly renovated home, enjoy an evening which will feature one of our chefs demonstrating how to prepare sumptuous dishes inspired by fresh ingredients from local farmers. A "Surprise Menu" will include dishes The Manse is well known for prepared exclusively for you to sample, accompanied by wines specially selected by our chef. Classes limited to 12 participants - register early. Location: The Manse, 38 Ridout St W, Tillsonburg.

Day(s)	Date(s)	Time	Location
Mon	May 7	6pm - 9pm	01TC
Fee: \$49 ■		FDMG-9178	

## Chef's Table - Vegetarian Thai

FDMG-9175

Learn how to create authentic, nutritionally balanced and delicious meatless vegetarian Thai dishes . . . somosas, spring rolls, salads and much more. Hands on course - bring your appetite! Location: Ecole Notre Dame

Day(s)	Date(s)	Time	Location
Wed	May 9	6pm - 9pm	01WC
Fee: \$54.50 ■		FDMG-9175	

## Facebook 101

BUSI-9159

This workshop will help you understand how you can use Facebook for work rather than play. Facebook is the largest and most influential of the social media platforms. Facebook can help you build a network, find new ideas and tell the world about your business. We will show you what all the fuss is about!

Day(s)	Date(s)	Time	Location
Mon	May 7	6:30pm - 9:30pm	01WC
Fee: \$41.50 ■		BUSI-9159	

## Food Handler Certification

HLTH-9025

Offered in co-operation with the Oxford County Public 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. Upon successful completion participants will receive a certificate from Fanshawe College and the OCPH. This

program satisfies Ministry of Health guidelines for safe food handling. For ages 16 and over.

Day(s)	Date(s)	Time	Location
Mon Wed	Apr 23-Apr 25	5pm - 9pm	01WC
Tue Thu	May 22-May 24	5pm - 9pm	02TC
Fee: \$50.50 ■		HLTH-9025	

## Food Handler Recertification

HLTH-9201

This course meets the requirements of the Oxford County Public 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
Tue	Jun 5	5pm - 9pm	01WC
Fee: \$32.50 ■		HLTH-9201	

## It's A Guy Thing - It's A Girl Thing

PSYC-9088

Be prepared for an "aha" experience! Are boys different than girls? Do they think, play, learn, hear, talk differently? Finally modern science can now explain the many gender differences that influence every aspect of our lives. Understanding these differences will help parents in raising their sons and daughters and explain to married couples why their spouse thinks, talks and acts the way he/she does. This workshop is a good one to attend with your partner.

Day(s)	Date(s)	Time	Location
Wed	May 16	6:30pm - 9:30pm	01WC
Fee: \$41.50 *		PSYC-9088	

## Meal Planning on a Budget

FDMG-9189

Shop better to save money and still eat healthy on a \$10 a meal budget! Learn how to slash your monthly grocery bill and start to rethink the way your family eats. Learn how to create a budget, determine food costs, plan meals and make detailed grocery lists.

Day(s)	Date(s)	Time	Location
Wed	May 23	6:30pm - 9pm	01WC
Fee: \$41.50 ■		FDMG-9189	

## 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. Location: TBA

Day(s)	Date(s)	Time	Location
Tue	May 8-Jun 19	6:30pm - 9:30pm	01TC
Fee: \$131.57 *		MECH-9035	

## Personality Dimensions

BSCI-9036

You will experience an exciting way of understanding yourself and others. Personality Dimensions is a new, dynamic tool that has been developed in Canada and is backed by empirically sound research. Be prepared to

embark on an exciting opportunity where you will build self awareness, self esteem and effective communication strategies.

Day(s)	Date(s)	Time	Location
Wed	Jun 6	6:30pm - 9:30pm	01TC
Fee: \$57.96 ■		BSCI-9036	

## Red Cross Standard First Aid

HLTH-9101

This is a comprehensive course for individuals requiring first aid skills; the knowledge to deal with life threatening situations; the skills to provide assistance to persons in physical distress. This course includes resuscitation for adults, children, infants as well as one and two rescuer efforts.

Day(s)	Date(s)	Time	Location
Thu Fri	Aug 23-Aug 24	8:30am - 5pm	01TC
Fee: \$142.90 ■		HLTH-9101	

## Smart Serve BEVR-9005

Understand and implement the skills of responsible service, recognize the signs of intoxication; know responsibilities under the law; create a hospitable environment by promoting food and non-alcoholic beverages. This program is the only course approved by the Alcohol and Gaming Commission. Must be 18 years or older.

Day(s)	Date(s)	Time	Location
Wed	Apr 25	6:30pm - 10pm	01WC
Thu	May 31	6:30pm - 10pm	02TC
Fee: \$81.95 ■		BEVR-9005	

## Stick/MIG Welding WELD-1034

This course will introduce you to shielded metal arc (stick electrode) welding and metallic inert gas, pulse and spray (MIG) welding processes. Location: Oxford Technical Training Centre. Note: Graded Course

Day(s)	Date(s)	Time	Location
Tue Thu	May 22-Jun 21	5pm - 9:30pm	01WC
Fee: \$478.50 *		WELD-1034	

## The Basics of Investing



FINA-9071

Think investing is just for financial wizards? This course is ideal for beginners and covers RRSP's and RESP's, as well as the stock market, mutual funds and tax considerations. Presented in plain language, this non-promotional course discusses important investing topics and provides you with a solid base from which to make well-informed investment decisions.

Day(s)	Date(s)	Time	Location
Tue	Apr 24	6:30pm - 9:30pm	01WC
Fee: \$41.50 ■		FINA-9071	

## Wreath for Your Door



CRAF-9157

Celebrate the coming of spring by creating seasonal décor for your front entrance. Using permanent material, create a unique and trendy wreath that will welcome guests to your home. Materials list available upon registration.

Day(s)	Date(s)	Time	Location
Thu	May 3	6:30pm - 9:30pm	01WC
Fee: \$41.50 ■		CRAF-9157	

## Swing into spring...

Don't wait until the end of the season to perfect your game - our golf workshops are perfect for beginner or the 'seasoned amateur' to get a head start on the year. If your drives are going astray or your iron shots are missing the green, our golf pros can help you lower your scores!

### 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.

Fee: \$87▲

Woodstock Meadows

Day(s)	Date(s)	Time	Location
Tue	Apr 24-May 22	9am - 10am	01WC
Tue	Apr 24-May 22	5:30pm - 6:30pm	02WC
Tue	Apr 24-May 22	6:30pm - 7:30pm	03WC

Mount Elgin Golf Club

Wed	Apr 25-May 23	10am - 11am	04WC
Wed	Apr 25-May 23	5pm - 6pm	05WC
Wed	Apr 25-May 23	6pm - 7pm	06WC
Wed	Apr 25-May 23	7pm - 8pm	07WC

Tillsonview Fairways

Day(s)	Date(s)	Time	Location
Thu	Apr 26-May 24	5pm - 6pm	08TC
Thu	Apr 26-May 24	6pm - 7pm	09TC
Thu	Apr 26-May 24	7pm - 8pm	10TC

### Golf Intermediate RECN-9033

This workshop is for those with a little more confidence, but need that extra edge or a few tips to take their game to the next level.

Fee: \$87▲

Woodstock Meadows

Day(s)	Date(s)	Time	Location
Mon	May 28-Jun 25	5:30pm - 6:30pm	01WC

### Golf for Kids RECN-9056

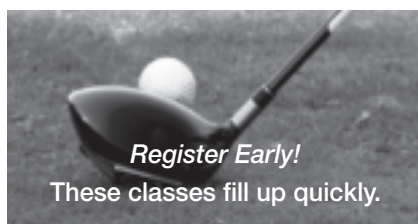
A perfect way to give your kids an introduction to golf. We'll look at the basics of the game and how to develop good techniques for success on the greens! Ages 6 - 8: Register for 01WC or 04TC Ages 9 and up: Register for 02WC, 03WC, or 05TC  
Fee: \$75▲

Oxford Golf & Country Club at Craigowan

Fri	May 11-Jun 15	5pm - 6pm	01WC
Fri	May 11-Jun 15	6pm - 7pm	02WC
Fri	May 11-Jun 15	7pm - 8pm	03WC

Tillsonview Fairways

Sat	May 26-Jun 23	10am - 11am	04TC
Sat	May 26-Jun 23	11am - 12pm	05TC



## Child and Youth Worker

### Counselling Skills 1 PSYC-3004

This course is designed to enable the student to understand and acquire basic attending skills necessary to conduct and evaluate counselling sessions. A microcounselling format is used which involves breaking down the attending skills into component parts and learning them one at a time. Second Year Credit.

Day(s)	Date(s)	Time	Location
Wed	May 9-Jul 11	6pm - 9pm	01WC
Fee: \$197.50 +TB *		PSYC-3004	

### Documentation, Methods and Legislation BSCI-3033

This course will review the pertinent legislative acts governing and guiding the field of Child and Youth Work. Students will be exposed to, and practice a variety of clinical reporting methods using appropriate professional terminology including formulation of a plan of care. Second Year Credit.

Day(s)	Date(s)	Time	Location
Online	May 8-Aug 14	Online	01WC
Fee: \$278.50 +TB *		BSCI-3033	

### Group Counselling PSYC-5010

The course will introduce the student to counselling in groups through the practice and evaluation of technique. Therapeutic factors which are implicit in competent group work will inform the students' design of group formats for particular client populations. The student will acquire skill at guiding a group through its stages of growth. Third Year Credit.

Day(s)	Date(s)	Time	Location
Mon Wed	May 7-Jun 18	6pm - 8:30pm	01WC
Fee: \$197.50 +TB *		PSYC-5010	

## Basic Electrocardiography

NRS-1001

Health professionals will learn basic ECG interpretation. Content will include related anatomy and physiology, components of the cardiac cycle, arrhythmias, therapies and electrical treatment. Note: this is a graded course.

Day(s)	Date(s)	Time	Location
Wed	May 2-Jun 20	6pm - 9pm	01WC
Fee: \$170.50 +TB *		NRS-1001	

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.

## 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-3036	Accounting I - Intermediate
ACCT-3037	Accounting II - Intermediate
COMP-1090	Business Microcomputer Applications
FINA-3008	Personal Taxation
FINA-3035	Business Taxation ✓
MATH-1059	Quantitative Methods

## Applied QuickBooks ACCT-1077

Learn to set up QuickBooks to manage your accounting needs. Topics include bill payment, invoices, accounts receivable, accounts payable, HST, inventory and purchase orders, graphs and reports. Learn what's new from this latest version of QuickBooks. Note: it is strongly recommended that students have some fundamental knowledge in accounting and computer applications to be successful in this course.

Day(s)	Date(s)	Time	Location
Mon	May 14-Aug 13	Online	55WC
Fee: \$262.30+TB *		ACCT-1077	

## 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
Tue	May 15-Aug 21	Online	55WC
Fee: \$278.50 +TB*		LAWS-1013	

## Business Taxation FINA-3035

Prerequisites: FINA-3008, ACCT-1004  
You will learn about the determination of business income, rental income and taxable capital gains in addition to studying the calculation of taxable income, and federal and provincial taxes payable.

Day(s)	Date(s)	Time	Location
Wed	May 9-Aug 15	6:30pm - 9:30pm	01WC
Fee: \$278.50 +TB *		FINA-3035	

## Ethical Issues in Business

### MGMT-3021

Students will be introduced to the study of Ethics and the case study method. Cases will be drawn from real business situations. Using a combination of research papers and case studies, students will be required to discuss the cases, papers and solutions in class.

Day(s)	Date(s)	Time	Location
Mon	May 14-Aug 20	Online	55WC
Fee: \$278.50 +TB *		MGMT-3021	

## 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 Thu	May 8-Jul 12	6:30pm - 9:30pm	01WC
Fee: \$359.50+TB *		ACCT-1004	

## Principles of Accounting II ACCT-1011

Prerequisite: ACCT-1004

This course is a continuation of the study of Financial Accounting at an introductory level. Students will cover additional material related to asset, liability, and owner's/shareholders equity accounts, accounting for partnerships, and corporations, analysis of financial statements including: Balance Sheet, Income Statement, Retained Earnings and Cash Flow.

Day(s)	Date(s)	Time	Location
Tue Thu	May 8-Jul 26	6:30pm - 9:30pm	01TC
Fee: \$440.50 +TB *		ACCT-1011	

## 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 ✓

ACCT-1060 Payroll Administration

### 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

## Applied QuickBooks ACCT-1077

Learn to set up QuickBooks to manage your accounting needs. Topics include bill payment, invoices, accounts receivable, accounts payable, HST, inventory and purchase orders, graphs and reports. Learn what's new from this latest version of QuickBooks. Note: it is strongly recommended that students have some fundamental knowledge in accounting and computer applications to be successful in this course.

Day(s)	Date(s)	Time	Location
Mon	May 14-Aug 13	Online	55WC
Fee: \$278.50+TB *		ACCT-1077	

## Business Taxation FINA-3035

Prerequisites: FINA-3008, ACCT-1004  
You will learn about the determination of business income, rental income and taxable capital gains in addition to studying the calculation of taxable income, and federal and provincial taxes payable.

Day(s)	Date(s)	Time	Location
Wed	May 9-Aug 15	6:30pm - 9:30pm	01WC
Fee: \$278.50 +TB *		FINA-3035	

## 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 Thu	May 8-Jul 12	6:30pm - 9:30pm	01WC
Fee: \$359.50 +TB *		ACCT-1004	

## Principles of Accounting II ACCT-1011

Prerequisite: ACCT-1004

This course is a continuation of the study of Financial Accounting at an introductory level. Students will cover additional material related to asset, liability, and owner's/shareholders equity accounts, accounting for partnerships, and corporations, analysis of financial statements including: Balance Sheet, Income Statement, Retained Earnings and Cash Flow.

Day(s)	Date(s)	Time	Location
Tue Thu	May 8-Jul 26	6:30pm - 9:30pm	01TC
Fee: \$440.50 +TB *		ACCT-1011	



## Canadian Professional Sales Association – Sales Certificate

Successful graduates of this program will meet the requirements to receive a Professional Sales Certificate (PSC) issued by the Canadian Professional Sales Association (CPSA). The PSC reflects the core “Key Competencies in Sales” and conveys fundamental skills, knowledge, and attitudes needed for success in an entry level sales position. It also fulfills the CPSA’s educational requirements for the pursuit of the Certified Sales Professional designation. For more information on this program visit [www.cpsa.com](http://www.cpsa.com) or call 1-888-267-2772.

### Course:

BUSI-1065 Professional Selling ✓

### Additional Sales Courses Available:

MKTG-9020 Selling Solutions

## Professional Selling BUSI-1065

Learn proven professional selling techniques, self-management skills and presentation strategies including negotiating, time and territory management, territory planning, goal setting, business acumen, the account management process, business creation and attitude maintenance.

Day(s)	Date(s)	Time	Location
Mon	May 14-Aug 13	Online	55WC

Fee: \$262.30 \* BUSI-1065

## Corporate Learning & Development Certificate

Learn the skills necessary to develop and deliver workplace learning and performance initiatives within an organization. Develop the skills needed in the marketplace as learning specialists, organizational change agents, performance evaluations, instructional designers, facilitators, staff development officers, instructional material developers, curriculum or program consultants, and presenters. Discounts and advanced standing from the Canadian Society of Training and Development are available for those individuals interested in pursuing the CSTD accreditation.

For more information visit [www.cstd.ca](http://www.cstd.ca) or call 1-866-257-4275.

### Compulsory Courses:

COMP-1430 Instruction Technology & Presentation Skills  
 DESG-1070 Instructional Design  
 DEVL-1036 Organizational Learning & Development  
 PLAN-1021 Needs Assessment & Analysis  
 SKLS-6001 Facilitation Skills ✓  
 WRIT-6002 Professional Writing I

### Elective Courses (Select 2):

COMP-1077 e-Learning for Organizations OR  
 DEVL-1030 Facilitating an Online Course  
 DEVL-1020 Leadership Development  
 MGMT-6020 Project Management  
 MGMT-6023 Managing in the Age of Change  
 MGMT-6021 Organizational Behaviour OR  
 MGMT-3010 Leadership in Organizations  
 SKLS-1015 Consulting Skills

## Facilitation Skills SKLS-6001

This course focuses on developing facilitation skills and conducting a workshop/seminar. Students will learn practical skills for working with and facilitating teams. Students will become proficient at both leading and participating in groups throughout the stages of team development. Students completing this course will have the skills to facilitate goal setting, problem solving, conflict resolution, strategic planning, content delivery, and other group activities.

Day(s)	Date(s)	Time	Location
Wed	May 9 - Aug 15	6:30pm - 9:30pm	01TC

Fee: \$278.50 +TB \* SKLS-6001

## 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 OR  
 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
Tue	May 15-Aug 21	Online	55WC

Fee: \$278.50+TB \* LAWS-1013

## 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 Thu	May 8-Jul 12	6:30pm - 9:30pm	01WC

Fee: \$359.50+TB \* ACCT-1004

## Principles of Marketing I MKTG-1012

This course is designed to provide an overview of the decisions that face Marketers in today’s fast-paced and competitive business environment. Students will learn that marketing is not only advertising but a broad set of activities designed to satisfy consumer needs and wants. Students begin by examining the information Marketers require for effective decision-making in order to develop effective marketing strategies.

Day(s)	Date(s)	Time	Location
Tue	May 15-Aug 20	Online	55WC

Fee: \$278.50 +TB \* MKTG-1012

## 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 HRPPO visit [www.hrpa.ca](http://www.hrpa.ca) 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

## Recruitment and Selection

MGMT-1028

You will review the current issues and methodologies that are used in recruiting and selecting employees for Canadian organizations. Topics include job analysis, interviewing techniques, cognitive ability testing, legal concepts in recruitment and selection, recruitment strategies, and applicant screening.

Day(s)	Date(s)	Time	Location
Tue	May 8-Aug 14	6:30pm - 9:30pm	01WC

Fee: \$278.50 +TB \* MGMT-1028

## Skills for Managing People

MGMT-3049

This is a skill-oriented course designed to assist managers in the application of current human relations' concepts and principles. Topics covered include conducting performance appraisals and disciplinary interviews, managing conflict, negotiating, management behaviour styles and on-the-job coaching and development.

Day(s)	Date(s)	Time	Location
Thu	May 10-Aug 16	6:30pm - 9:30pm	01WC

Fee: \$264.65 +TB \* MGMT-3049

## 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	May 9-Aug 15	6:30pm - 9:30pm	01TC

Fee: \$278.50 +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):

EMGT-5001	Emergency Management EMR
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

## Safety Administration SFTY-3003

This course covers the history of accident prevention and concentrates on the principles of "managing safety". Students will learn how to implement an effective safety program. This course examines proper accident investigation, accident reporting, audits, inspections, accident costs, safety committees, elimination of hazards and basic loss control principles.

Day(s)	Date(s)	Time	Location
Thu	May 10-Jul 26	6:30pm - 9:30pm	01WC

Fee: \$264.65 +TB \* SFTY-3003

## 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	May 9-Aug 15	6:30pm - 9:30pm	01TC

Fee: \$278.50 +TB \* MGMT-1014

## Payroll Compliance Practitioner



The Canadian Payroll Association's Payroll Compliance Practitioner (PCP) certification is the foundation of your career in payroll. The PCP certification will provide you with the payroll compliance knowledge required to process an organization's annual payroll cycle; be able to effectively communicate payroll information to all stakeholders; and understand the accounting function as it relates to payroll.

In addition to the tuition fees, students are responsible for fees to CPA (membership fee \$165; exam registration fee \$200). Students must register directly with CPA 1-800-387-4693 or at [www.payroll.ca](http://www.payroll.ca).

Courses:

ACCT-1004	Principles of Accounting I ✓
ACCT-1059	Payroll Compliance Legislation ✓
ACCT-1065	Payroll Fundamentals I ✓
ACCT-3033	Payroll Fundamentals II

## Payroll Compliance Legislation

ACCT-1059

Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll

legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the payroll-related legislation affecting organizations.

Day(s)	Date(s)	Time	Location
Wed	May 9-Aug 8	6:30pm - 9:30pm	01WC

Fee: \$262.30 +TB \* ACCT-1059

## Payroll Fundamentals I ACCT-1065

Prerequisite: ACCT-1059

Students who complete this course will be able to apply payroll legislation and calculate individual pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations. Students will have the content and skills to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition, students will be able to accurately complete Records of Employment.

Day(s)	Date(s)	Time	Location
Tue Thu	Jul 17-Aug 30	6:30pm - 9:30pm	01WC

Fee: \$262.30 +TB \* ACCT-1065

## Payroll Fundamentals II ACCT-3033

Prerequisite: ACCT-1065

This course is the final core payroll course in the Payroll Compliance Practitioner (PCP) certification. Upon completion of this course students will be able to: calculate organizational remittances to federal, provincial and third party stakeholders, prepare accounting documentation for payroll and complete year end documentation.

Day(s)	Date(s)	Time	Location
Tue Thu	Sep 11-Oct 25	6:30pm - 9:30pm	01WC

Fee: \$262.30 +TB \* ACCT-3033

## 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 Thu	May 8-Jul 12	6:30pm - 9:30pm	01TC
Wed	May 8-Jul 12	6:30pm - 9:30pm	01WC

Fee: \$359.50 +TB \* ACCT-1004

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# Computer Applications and Business Documentation Certificate



This program is designed to provide students with the necessary skills to become proficient in Microsoft Office. Also included are components pertaining to hardware, operating systems, networks, emerging technologies digital media and more. In the Business Documentation course, students will have the opportunity to choose between three streams: General Office, Medical or Logistics. Graduates will be able to start a career as an accounting clerk, customer service representative, administrative assistance or as an assistant in an IT department - the possibilities are endless.

## Courses:

COMP-1402	Database with Access
ACCT-1075	Accounting Fundamentals
WRIT-1045	Business Documentation
COMM-1091	Communications
COMP-1401	Digital Media
COMP-1400	Excel & Math Fundamentals ✓
COMP-1397	Internet & Web Design Basic ✓
ACCT-1076	Simply Accounting
COMM-1091	Technical Writing
MGMT-1205	Understanding Teams ✓
COMP-1398	Virtual Environment ✓
COMP-1396	Windows & Hardware ✓
COMP-1399	Wordprocessing with Word ✓

## Excel and Math Fundamentals

COMP-1400

Participants will understand what a spreadsheet is and how it can make mathematical equations easier using formulas. Learn how to create, edit, save and print spreadsheets. They will learn to further enhance their spreadsheet and increase productivity by using Excel's chart, database, macro, subtotal and analytical tools. Throughout the course students will learn the mathematical theories that support the spreadsheet equations.

Day(s)	Date(s)	Time	Location
Tue Fri	Jun 29-Aug 17	9am - 1pm	10TC
Fee: \$359.50+TB * COMP-1400			

## Internet and Web Design Basics

COMP-1397

Upon completion of this course, the participant will understand the basic principles of the Internet and web page design. They will be able to search the Internet effectively and download and install drivers and utilities. The student will also be introduced to virus and spyware protection.

Day(s)	Date(s)	Time	Location
Tue Fri	May 8-Jun 26	9am - 1pm	10TC
Fee: \$359.50 +TB * COMP-1397			

## Understanding Teams MGMT-1205

This course provides a broad understanding of the workplace by investigating individual, group and organizational behaviours. By studying human social behaviour under the context of an organization, students should experience an easier transition while adjusting to any changes in future workplace and/or career choices.

Day(s)	Date(s)	Time	Location
Wed	Jun 27-Aug 8	9am - 3pm	10TC
Fee: \$262.30 +TB * MGMT-1205			

## Virtual Environment COMP-1398

Students will learn how to use Outlook's e-mail component, schedule appointments, manage contacts and keep track of tasks. They will also receive an introduction to networking; will recognize typical topologies of LANs and will be able to use the built in Peer-to-Peer Networking capabilities of Windows. Students will also receive exposure to some older and newer technologies, including PDA's, scanners, digital cameras, digital recorders, transcription machines, etc.

Day(s)	Date(s)	Time	Location
Wed	May 9-Jun 20	9am - 3:30pm	10TC
Fee: \$262.30 +TB * COMP-1398			

## Windows & Hardware

COMP-1396

Participants will develop a working knowledge of computer components and functions, as well as some basic troubleshooting techniques. In addition, students will be able to use and configure a Windows based computer system.

Day(s)	Date(s)	Time	Location
Mon Thu	May 7 - Jun 25	9am - 1pm	10TC
Fee: \$359.50 +TB * COMP-1396			

## Wordprocessing with Word

COMP-1399

Participants will understand what word-processing is and be able to identify the various Word features. They will learn how to create, edit, save and print documents. They will learn to further enhance their word-processing skills using formatting techniques, graphics, tables and mail merges. Students will learn to develop efficient skills to save time and increase productivity.

Day(s)	Date(s)	Time	Location
Mon Thu	Jun 28-Aug 16	9am - 1pm	10TC
Fee: \$359.50+TB * COMP-1399			

# Certificate in Supply Management



Today's global market demands skilled practitioners to support the management of complex corporate supply chains. The certificate program will provide you with the essential skills and knowledge you need to launch or accelerate a successful career in supply chain management. Participants can complete a single course, certificate seminar or the full program (no pre-requisite or practical experience required).

## Courses:

BUSI-9137	Introduction to Logistics ✓
BUSI-9127	Introduction to Operations Management ✓
BUSI-9126	Introduction to Procurement ✓
BUSI-9142	Introduction to Transportation ✓

## Introduction to Logistics BUSI-9137

Supply Chain Management (SCM) has been defined in many ways by many different people and organizations. Essentially SCM boils down to ensuring that your customer needs are satisfied through effective management of processes and activities, from the sourcing of materials and services, through the conversion/production phases, then finally to the customer through a distribution network.

Day(s)	Date(s)	Time	Location
Mon	May 7-Aug 13	6:30pm - 9:30pm	10TC
Fee: \$246.10 +TB * BUSI-9137			

## Introduction to Operations Management BUSI-9127

This course will familiarize participants with operations in manufacturing, distribution and services organizations. They will learn the basics of location selection and layout. Among topics covered are capacity planning and scheduling, as well as the key concepts of JIT/Lean, OPT/TOC and MRP. Participants will discuss the challenges of balancing capacity with demand and be introduced to forecasting techniques, demand planning and inventory ordering.

Day(s)	Date(s)	Time	Location
Tue	May 8-Jul 31	6:30pm - 9:30pm	10TC
Fee: \$246.10 +TB * BUSI-9127			

## Introduction to Procurement

BUSI-9126

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts.

Day(s)	Date(s)	Time	Location
Wed	May 9-Aug 1	6:30pm - 9:30pm	10TC
Fee: \$246.10 +TB * BUSI-9126			

## Introduction to Transportation

BUSI-9142

Participants will learn the advantages and limitations of the four modes of transportation: road, rail, air and water, as well as intermodal transportation. Topics covered include: the role of freight forwarders, brokers and integrated transportation companies. This course will introduce participants to transportation documentation and allow them to experience basic load planning.

Day(s)	Date(s)	Time	Location
Thu	May 10-Aug 2	6:30pm - 9:30pm	10TC
Fee: \$246.10 +TB * BUSI-9142			

## 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	Effective Case Management ✓
BSCI-1098	Drug Knowledge: Addiction and Behaviour Change
BSCI-1097	Drug Knowledge: The Continuum of Care

## Effective Case Management

BSCI-1074

This course focuses on screening and assessment inventories in case management. Cover intake to after care issues such as planning for specific addictions and co-occurring disorders. Students will be introduced to effective case management from monitoring and reporting to case consultation and referrals.

Day(s)	Date(s)	Time	Location
Thu	May 3-Jun 26	6:30pm - 9:30pm	01WC
Fee: \$246.10 +TB *		BSCI-1074	

## Group Counselling Theory and Practice

BSCI-1095

This unit will focus specifically on the role of group counselling within the addictions setting. The unit will explore the dynamics of group counselling, including an understanding of the various types and functions of a group counselling format. Monitoring, membership, role of the counselor, and cultural, gender and other population considerations will be examined within the context of a group counselling setting. Skill practice and demonstration will be included in the course content.

Day(s)	Date(s)	Time	Location
Tue	May 1-Jul 17	6:30pm - 9:30pm	01WC
Fee: \$224.50 +TB *		BSCI-1095	

## Crisis Intervention - Declaration of Academic Achievement

For professional counselors who wish to expand their portfolio into the area of crisis intervention. This program provides theoretical training and focuses on the best practices in crisis intervention applications for many settings and populations. Students will have an opportunity to examine ethical, legal, multicultural issues and current trends.

Courses:

BSCI-1029	Crisis Intervention/Theories/Models ✓
BSCI-1030	Death & Dying
BSCI-1031	Domestic Violence
BSCI-1032	Victimization

## Crisis Intervention Intervention/Theories/Models

BSCI-1029

This course explores the roots of crisis intervention from the turn of the last century to present day. The work of contributors to the field of Stierlin to Farberow will be discussed. A number of crisis theories and models will be studied with opportunities to examine ethics, legal, multicultural issues, and current trends.

Day(s)	Date(s)	Time	Location
Mon	May 7-Jul 23	6:30pm - 9:30pm	01TC
Fee: \$197.50 +TB *		BSCI-1029	

## 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

## 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	May 8-Jun 26	6:30pm - 9:30pm	01TC
Fee: \$165.10 +TB *		FDMG-2003	

## 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.

Courses:

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.

## 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	May 9-Aug 15	6:30pm - 9:30pm	01WC
Fee: \$278.50 +TB *		COMP-1378	

## Professional Communication

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
Mon	May 7-Aug 13	6:30pm - 9:30pm	01TC
Fee: \$278.50 +TB *		COMM-1054	

## Health Services Management and Administration Certificate

Designed to assist individuals in health care to acquire and upgrade their business, management and computer knowledge. This program aims to enrich the health care worker both professionally and academically with additional tools for their career goals.

Compulsory Courses:

ACCT-1004	Principles of Accounting I ✓
COMM-6002	Organizational Business Communication
COMP-1090	Business Microcomputer Applications
LAWS-1014	Introduction to Health Care Law
MGMT-1006	Principles of HR Management
MGMT-3010	Leadership in Organizations

Elective Courses (Select 2):

ECON-1002	Economics I
MGMT-1014	Training & Development ✓
MGMT-1018	Labour Relations
MGMT-1031	Compensation & Benefits

### 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 Thu	May 8-Jul 12	6:30pm - 9:30pm	01WC

Fee: \$359.50 +TB\* ACCT-1004

### 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	May 9-Aug 15	6:30pm - 9:30pm	01TC

Fee: \$278.50 +TB\* MGMT-1014

## 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 PHRM-1044

This course provides a practical, applied approach to pharmacology, through a variety of learning tools such as assignments, quizzes, case studies and group work, 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
Mon	May 7-Jul 30	6:30pm - 9:30pm	01WC

Fee: \$202.61 +TB\* PHRM-1044

### 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'.

### 10% Off Your Books!

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**Wednesday,**  
**October 17th, 2012**

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](http://www.fanshawec.ca/ce).



## 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

## 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
Tue	May 1-Jun 5	5pm - 10pm	12WC
Fee: \$197.50 +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
Tue - Thu	Jul 4-Aug 9	5pm - 10pm	12WC
Fee: \$440.50 +TB *		HLTH-1093	

## Human Body Structure & Function

### HLTH-1095

Pre-requisites: HLTH-1092, HLTH-1094 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
Wed	May 2-Jun 27	5pm - 10pm	12WC
Fee: \$278.50 +TB *		HLTH-1095	

## Laboratory Practice HLTH-1096

This lab practice course is designed to introduce the basic skills involved with activities of daily living.

Day(s)	Date(s)	Time	Location
Tue	Jun 12-Jul 17	5pm - 10pm	01TC
Fee: \$197.50 +TB *		HLTH-1096	

## Life Transitions HLTH-1098

This course has a focus on selected life transitions or passages from one way of living to another. These life transitions include illness, rehabilitation, admission to a long-term care setting, and death and dying.

Day(s)	Date(s)	Time	Location
Thu	Aug 16-Sep 27	5pm - 10pm	12WC
Fee: \$208.30 +TB *		HLTH-1098	

## Mental Health HLTH-1100

This course will examine mental illness and cognitive impairment with an emphasis on appreciating the lived experience of the client, and how to care for people experiencing mental disorders.

Day(s)	Date(s)	Time	Location
Tue	Aug 14-Sep 11	5pm - 10pm	12WC
Fee: \$165.10 +TB *		HLTH-1100	

## Ongoing Health Challenges

### HLTH-1099

The impact of specific chronic illnesses and/or disabilities throughout the lifespan will be covered, as well as ways PSW's can support and care for individuals and their families with these chronic health challenges.

Day(s)	Date(s)	Time	Location
Tue-Thu	18 Sep - Oct 27	6pm - 9pm	12WC
Fee: \$208.30 +TB *		HLTH-1099	

## PSW Clinical Consolidation

### HLTH-3021

The consolidation experience will enable the student to enhance problem-solving abilities; and work both independently and as part of the team. While in consolidation, the student will be expected to demonstrate consistent and competent implementation of all acquired skills while caring for a variety of clients in a long-term care setting.

Day(s)	Date(s)	Time	Location
Mon-Fri	Dec 6 - Dec 21	3pm - 11pm	12WC
Fee: \$521.50 *		HLTH-3021	

## PSW Long Term Care Practicum

### HLTH-3020

This practical course enables students to apply skills and concepts learned in the classroom and laboratory by providing care for residents in a long-term care setting over two clinical rotations. Throughout this course, emphasis will be placed on concepts such as confidentiality, safety, organizational skills, reliability, communication, and documentation.

Day(s)	Date(s)	Time	Location
Tue-Thu	Oct 23 - Dec 5	3pm-11pm	12WC
Fee: \$888.70 *		HLTH-3020	

## Psychology of Addictions PSYC-1016

This course is designed to provide students with an introductory insight to the issues of addiction. We will explore chemical addictions as well as some behavioural addictions. Family dynamics as they are affected by addiction will also be examined. This course will be of particular interest to students hoping to pursue a "social service" career.

Day(s)	Date(s)	Time	Location
Wed	Aug 15-Oct 10	5pm - 10pm	12WC
Fee: \$278.50 *		PSYC-1016	

## 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	May 3-Jun 28	5pm - 10pm	12WC
Fee: \$278.50 +TB *		HLTH-1094	

# Academic Upgrading

Our Academic Upgrading Department is the bridge to your next step. We prepare students for further education, training and employment.

## 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 combines classroom instruction with one on one support to upgrade academic skills to a level that meets the needs and goals of the learner. Academic upgrading can help individual prepare for their:

- GED
- College
- Employment
- Apprenticeship

Note: to determine program suitability an assessment will be conducted on the first day of class. If this program is not suitable for you, we will work closely with you to develop a learning program that will meet your needs.

## How does it work?

- Contact us to book an appointment by phone. Woodstock: (519) 421-0144, Tillsonburg: (519) 842-9000
- Applicants complete a diagnostic assessment to determine whether they will benefit from this program
- Participants must attend an orientation session prior to starting classes.

For more information on these programs or to book an assessment please contact the Woodstock Campus at (519) 421-0144 or email [vcurrie@fanshawec.ca](mailto:vcurrie@fanshawec.ca).

To book an assessment in Tillsonburg please call (519) 842-9000 or email [cholt@fanshawec.ca](mailto:cholt@fanshawec.ca).

We're always open.  
Register by Fax:



Woodstock  
519-539-3870

Tillsonburg  
519-842-6398

## Academic & Career Entrance Certificate

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

Core Courses:

COMM-0006 Communications ✓  
MATH-0010 Mathematics Fundamentals ✓

Elective Courses:

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

If you have considered going to college, but do not have the prerequisites, an Academic and Career Entrance Certificate can help. Courses are delivered online with in class support.

\*The A.C.E. Certificate with a 65% in each course meets the basic entrance requirements for college programs. Additional requirements may be needed for some programs.

### Communications COMM-0006

Successful learners must be effective communicators in academic, personal and work settings. Effective communicators are able to express themselves well when presenting and defending ideas and opinions by using oral, visual, and written forms of communications.

Day(s)	Date(s)	Time	Location
Tue	May 15-Oct 12	Blended	01WC
FREE!		COMM-0006	

### Mathematics Fundamentals

MATH-0010

The Core Mathematics course is designed to give students a grounding in varied aspects of mathematics, including numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday financing.

Day(s)	Date(s)	Time	Location
Tue	May 15-Oct 12	Blended	01WCC
FREE!		MATH-0010	

## Self-Management/Self-Direction

SKLS-0004

The Self-Management/Self-Direction course provides students with an opportunity to learn and use strategies that can be applied to their academic, employment and personal life. The strategies will equip them with the knowledge, skills, and behaviours to become effective, confident and flexible learners. The course will focus on areas such as self reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration.

Day(s)	Date(s)	Time	Location
Tue	May 15-Oct 12	Blended	01WC
FREE!		SKLS-0004	

Note: these courses are offered in a blended for mat, so learners can complete their course before the designated completion date if they choose.

## FANSHAWE ONLINE (FOL) LOGIN PROCEDURES:

Once registered in your course(s), please allow two business days for your FanshaweOnline profile to be created. Courses can be accessed after their official start date. Thereafter, the following steps will guide you through the FanshaweOnline login process:

1. Go to: [www.FanshaweOnline.ca](http://www.FanshaweOnline.ca)
2. Click on Login Help link
3. Click on FanshaweOnline Account Information
4. Enter your Student Number and click Submit
5. Select Send Password (which will send your login username and password to the email account you provided upon registration)
6. Retrieve your password from your email account
7. Go back to [www.FanshaweOnline.ca](http://www.FanshaweOnline.ca) and login
8. Select the link to your course.

If you have taken a FanshaweOnline course in the past your existing username and password may be used.

If you experience any problems with obtaining your FOL username or password, please contact the Help Desk (519-452-4430 x4357 or [helpdeskfanshawec.ca](mailto:helpdeskfanshawec.ca))

## GED Preparation

Do you need a grade 12 equivalency for work or further training? Fanshawe College offers a FREE upgrading program that can help you write your GED exam with confidence and success. Flexible programming is available during the day and in the evening. This program is offered both part time and full time on a monthly intake basis.

Day(s)	Date(s)	Time	Location
Wed	May 9 - Aug 12	6:30pm - 9:30pm	01TC
FREE! *			



## 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 course receipt can also be used as 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. Administration fee is \$26.50 (\$23 non-refundable fee + \$3.50 refundable copyright fee) + applicable taxes for non-graded courses and \$35.50 (\$32 non-refundable fee + \$3.50 refundable copyright fee) for graded courses.
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.



## Gas Technician 3 (Certification)



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	Apr 17-May 22	5:30pm-10pm	01WC

Fee: 413.20+ 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	May 23-Jul 19	5:30pm-10pm	01WC

Fee: \$847.70 \*

## Industrial Management (Supervisory Skills for Managers) 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	Org. 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
MGMT-1014	Training and Development ✓

## Skills for Managing People

MGMT-3049

This is a skill-oriented course designed to assist managers in the application of current human relations' concepts and principles. Topics covered include conducting performance appraisals and disciplinary interviews, managing conflict, negotiating, management behaviour styles and on-the-job coaching and development.

Day(s)	Date(s)	Time	Location
Thu	May 10-Aug 16	6:30pm - 9:30pm	01WC

Fee: \$264.65 +TB \* MGMT-3049

## 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	May 9-Aug 15	6:30pm - 9:30pm	01TC

Fee: \$278.50+ TB \* MGMT-1014

## 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	May 7-Jul 23	6:30pm - 9:30pm	01TC

Fee: \$418.95 \* MGMT-1096

## Certificate in Supply Management



### Introduction to Logistics BUSI-9137

Supply Chain Management (SCM) has been defined in many ways by many different people and organizations. Essentially SCM boils down to ensuring that your customer needs are satisfied through effective management of processes and activities, from the sourcing of materials and services, through the conversion/production phases, then finally to the customer through a distribution network.

Day(s)	Date(s)	Time	Location
Mon	May 7-Aug 13	6:30pm - 9:30pm	10TC

Fee: \$246.10 +TB \* BUSI-9137

### Introduction to Operations Management BUSI-9127

This course will familiarize participants with operations in manufacturing, distribution and services organizations. They will learn the basics of location selection and layout. Among topics covered are capacity planning and scheduling, as well as the key concepts of JIT/Lean, OPT/TOC and MRP. Participants will discuss the challenges of balancing capacity with demand and be introduced to forecasting techniques, demand planning and inventory ordering.

Day(s)	Date(s)	Time	Location
Tue	May 8-Jul 31	6:30pm - 9:30pm	10TC

Fee: \$246.10 +TB \* BUSI-9127

### Introduction to Procurement

BUSI-9126

From recognizing a need to issuing a purchase order, participants will learn the essentials of determining quantity, specifications and price that are the cornerstone of procurement. This course covers a variety of procurement scenarios: repetitive purchases of production materials, procuring one-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts.

Day(s)	Date(s)	Time	Location
Wed	May 9-Aug 1	6:30pm - 9:30pm	10TC

Fee: \$246.10 +TB \* BUSI-9126

### Introduction to Transportation

BUSI-9142

Participants will learn the advantages and limitations of the four modes of transportation: road, rail, air and water, as well as intermodal transportation. Topics covered include: the role of freight forwarders, brokers and integrated transportation companies. This course will introduce participants to transportation documentation and allow them to experience basic load planning.

Day(s)	Date(s)	Time	Location
Thu	May 10-Aug 2	6:30pm - 9:30pm	10TC

Fee: \$246.10 +TB \* BUSI-9142

## 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-1154	Desktop Publishing & Presentations
COMP-1066	Computerized Accounting
COMP-1076	Integrating Microsoft Office
MGMT-1166	Customer Service & Office Etiquette OR
MGMT-1111	Customer Service Excellence

### Database with Access COMP-1248

Upon successful completion you will be able to demonstrate the ability to use a database application. You will design and plan a simple database using a standard database package. You will be able to retrieve information from an existing database by using the query, select and sort tools that are available. You will be able to create and modify reports. This is a graded course.

Day(s)	Date(s)	Time	Location
Thu	Apr 19-Jun 21	6:30pm - 9:30pm	01WC

Fee: \$197.50 +TB \* COMP-1248

## General Interest

### Adobe Photoshop - In a Day

COMP-9458

Learn to work with all of those digital photos you have stored away. This course will focus on the basics of photo editing. Learn how to resize, crop, correct and add text to your pictures. The course will also give an introduction to layering, filters and selections. Add new life to your old photos.

Day(s)	Date(s)	Time	Location
Sat	Apr 28	9am - 3:30pm	01WC

Fee: \$109 ■ COMP-9458

### Become An iPhone Expert

COMM-9134

Get the most out of your iPhone by learning how to use all of its powerful capabilities. Filled with tips, tricks, and shortcuts, this course will show you how to set up your iPhone, make calls, manage voicemail, and load contacts. You'll also learn how to send and receive email, look up turn-by-turn directions, listen to music, plan your week, play videos, and so much more. Plus, you'll find out how

to install third-party applications and even use your iPhone with different carriers. Now that you've got the hottest handheld on the market, take it to the limit!

Day(s)	Date(s)	Time	Location
Wed	Apr 24	6:30pm - 9:30pm	01WC

Fee: \$52 ■ COMM-9134

### 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
Wed	Apr 18-Jun 20	6:30pm - 9:30pm	01WC
Thu	Apr 19-Jun 21	6:30pm - 9:30pm	02TC

Fee: \$182.05 +TB ▲ COMP-9247

### MS Excel In A Day COMP-9602

New users will learn what a spreadsheet is and how it can make mathematical equations easier using formulas. Learn how to create, edit, save and print simple spreadsheets.

Day(s)	Date(s)	Time	Location
Fri	May 11	9am - 3:30pm	01WC
Wed	May 23	9am - 3:30pm	02TC

Fee: \$109 ■ COMP-9602

### MS Word In A Day COMP-9607

Learn how to create and save documents, use templates, and apply styles and other formatting techniques. You will also learn about the advanced features such as creating tables, inserting pictures/images as well as important objects.

Day(s)	Date(s)	Time	Location
Wed	Jun 6	9am - 3:30pm	01TC

Fee: \$109 ■ COMP-9607

### 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
Tue	May 1-May 22	6:30pm - 9:30pm	01WC

Fee: \$91.30 +TB ▲ 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	May 1-Jun 19	1pm - 4pm	01TC

Fee: \$150.57 +TB▲ COMP-9059

## Move Ahead in IT!

For more information, call 519-421-0144

Please note that you can register for these workshops at any point during the date ranges listed below. Additionally, once registered, you will have access to the workshop online for 90 days. Refund withdrawal dates will be for one week from date of registration.

### A+ Certification 2009 COMP-9581

In this A+2009 Certification course, learn to install, repair, upgrade, configure, optimize, troubleshoot and perform preventative maintenance on personal computers and operating systems. Understand principles of implementing LAN's and internet access. The A+ certification by CompTIA is an international and vendor neutral certification that has been endorsed and recognized by industry computing manufacturers and organizations.

Continuous Intake	OnLine	(OL)
-------------------	--------	------

Fee: \$733.37

### Crystal Reports XI COMP-9582

This course, taught using Crystal Reports XI, provides comprehensive instruction for anyone who wants to use one application to create elegant and complex reports from a variety of data sources. The online facilitator walks you through the application, exploring the interface and showing you how to design your report and connect to various data sources. You'll learn how to work with text objects, formulas, parameters, and much more in order to start creating publication-quality reports right away!

Continuous Intake	OnLine	(OL)
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Fee: \$371.77

### SQL Server 2008 Implementation & Maintenance COMP-9588

The SQL Server 2008 Implementation and Maintenance course will prepare you to become a SQL Server 2008 Database Administrator. You will learn how to maintain SQL server database, perform data management tasks, monitor and troubleshoot SQL servers, and install and configure SQL servers. You will also learn what it takes to manage SQL server securities; manage logins, servers, users and database roles. This course will prepare you for the Microsoft SQL Server Exam.

Continuous Intake	OnLine	(OL)
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Fee: \$733.37

### Windows Server 2008 Administrator COMP-9590

Learn use of BitLocker and other installation processes and deployment options. Work with DHCP, DNS and Active Directory in the Server 2008 environments. Work with Hyper-V and Terminal Services along with other core methods to manage your software services and set up security services and NPAS.

Continuous Intake	OnLine	(OL)
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Fee: \$620.37

# 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

Security Code



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.

Location Legend WC = Woodstock Campus TC = Livingston Centre, Tillsonburg



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Human Resources Management Certificate	5	Wordprocessing with Word	7
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Introduction to Logistics	12		

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# Post-Secondary Programs



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2-Year Diploma Program

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### Child & Youth Worker

3-Year Diploma Program

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### 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

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## **Personal Support Worker (Part-time)**

**Starts May 1, 2012**



**For more information, please contact:**

**Woodstock: 519-421-0144**

**Tillsonburg: 519-842-9000**

**[www.fanshawec.ca/oxford](http://www.fanshawec.ca/oxford)**