Woodstock Guide
FALL 2021

fanshawec.ca/woodstock
WHY LEARN LOCALLY?

There are many benefits to studying at a smaller campus, including:

- Programs designed to prepare you for high-demand careers in our community
- Small classes with easier access to faculty experts and student supports
- Strong partnerships with regional employers

IN THIS ISSUE:

4 Post-secondary programs
8 Accelerated training programs
9 MyPath programs
13 Continuing Education programs
18 General Interest courses

LOOKING FOR MORE INFO?
Contact us to arrange a virtual appointment.
519-421-0144 · oxford@fanshawec.ca
fanshawec.ca/woodstock
Fanshawe provides exceptional learning opportunities, student support and industry connections to prepare you for career success.

**Business – Entrepreneurship and Management**

*Diploma (60 weeks)*

Apply now for September

This program incorporates both mentorship and hands-on experience. At the end of the program, you will have a business plan in-hand and practical knowledge to make your business a success!

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**Child and Youth Care**

*Advanced Diploma (90 weeks)*

Apply now for September

Make a difference in the lives of at-risk children and teens. Learn theory in-class and practice skills at your work placement. Real experience helps you get a job faster.

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**Early Childhood Education**

*Diploma (60 weeks)*

Apply now for September

Your love for child development can translate into a rewarding career in Early Childhood Education. You’ll be ready to help shape the minds of our next generation in just 60 weeks!

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**Educational Support**

*NEW!*

*Diploma (60 weeks)*

Apply now for September

Graduates of this program will have the skills and knowledge required to become an Educational Assistant (EA), a valued member of a school team.

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**Hair Stylist**

*Diploma (48 weeks)*

Classes start in September or January Apply now!

Learn how to cut, colour and style hair like a pro. This program focuses on the soft skills of the service industry as well. You will be as strong in your customer service as you are in your technical skills.

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**Heating, Refrigeration and A/C Technician**

*Diploma (60 weeks Co-op)*

Apply now for September

This program provides you with a diverse set of skills that can be applied to multiple employment opportunities. Learn how to test, install and service heating and cooling systems.

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**Office Administration – Executive**

*Diploma (60 weeks Co-op)*

Classes start in January 2022. Apply now!

If you’ve thought of a career that will put you in the middle of a fast-paced, people-based environment, the Office Administration – Executive program will help you master the skills employees need to make their offices run smoothly.
POST-SECONDARY PROGRAMS (CONTINUED)

Police Foundations Diploma (Accelerated 48 weeks) Apply now for September
If your dream is to serve and protect, this program will give you a leg up on the competition. With multiple pathways to advanced diplomas and a firm basis in law enforcement, this program gives you the foundational knowledge you need.

Personal Support Worker Diploma (30 weeks) Classes start in September or January Apply now!
A compassionate heart is what is needed for this program. Learn how to care for people while you start your path to a career working in public or private care facilities.

Practical Nursing Diploma (48 weeks) Classes start in January (part-time). Apply now!
Learn what it takes to become a Registered Practical Nurse (RPN) in the dynamic field of health care. Upon graduation, you will be prepared to write the Canadian Practical Nurse Registration Examination.

Pre-Health Sciences Pathway to Advanced Diplomas and Degrees Certificate (30 weeks) Apply now for September
If you want to work in health care, but are unsure what area, this program is for you. Pre-Health gives you the foundation to explore many different areas of the health industry.

APPLY NOW! • 519-421-0144 | fanshawec.ca/woodstock
ACCELERATE YOUR CAREER

Gas Technician 3 GTN1W
This program meets the Technical Standards and Safety Authority’s (TSSA) theoretical and practical curriculum requirements for Gas Technician 3. Following successful completion of these courses, students are eligible to write the Gas Technician 3 TSSA Certificate of Qualification Exam.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE CODE</th>
<th>DATE</th>
<th>DAY / TIME</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Technician 3 Level 1</td>
<td>MACH-1141-09WCM</td>
<td>O</td>
<td>Sep 7 – Oct 6</td>
<td>Tue/Wed/Thu 5:30 – 10:30 p.m.</td>
</tr>
<tr>
<td>Gas Technician 3 Level 2</td>
<td>MACH-1142-09WCM</td>
<td>B</td>
<td>Oct 12 – Nov 30</td>
<td>Tue/Wed/Thu 5:30 – 10:30 p.m</td>
</tr>
</tbody>
</table>

Gas Technician 2 GTN1W
This program meets the Technical Standards and Safety Authority’s (TSSA) theoretical and practical curriculum requirements. Following successful completion of these courses, students are eligible to write the Gas Technician 2 TSSA Certificate of Qualification Exam upon completion of all three levels. Class sizes limited – register now!

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE CODE</th>
<th>DATE</th>
<th>DAY / TIME</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Technician 2 Level 1</td>
<td>MACH-1138-09WCM</td>
<td>B</td>
<td>Sep 13 – Nov 11</td>
<td>Mon/Tue/Wed/Thu 5:30 – 10:30 p.m.</td>
</tr>
<tr>
<td>Gas Technician 2 Level 2</td>
<td>MACH-1139-09WCM</td>
<td>B</td>
<td>Nov 15 – Jan 20</td>
<td>Mon/Tue/Wed/Thu 5:30 – 10:30 p.m.</td>
</tr>
<tr>
<td>Gas Technician 2 Level 3</td>
<td>MACH-1140-09WCM</td>
<td>B</td>
<td>Jan 25 – Mar 17</td>
<td>Mon/Tue/Wed/Thu 5:30 – 10:30 p.m.</td>
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</tbody>
</table>

LEGEND
- Blended: B
- In-Class: C
- Online: O
- Available for Registration: ✔
- Textbook costs are extra: +TB

REFUND POLICY
- One Business Day Before 3rd Class: ✔
- 3 Days Before 1st Class: ▲
- 7 Days After Course Start Date: ▲
- 7 Days Before 1st Class: ✔

PERSONAL SUPPORT WORKER
Start September or January in Woodstock.
- short-term training in less than a year
- in-demand career
- learn locally

APPLY NOW!
fanshawec.ca/psw
MyPath™ PROGRAMS

Three great reasons to take MyPath™
Flexible delivery • 1-on-1 dedicated support • Train for in-demand careers

### Accounting Essentials ACC2
Designed to provide students with the accounting essentials required for positions in service or manufacturing organizations. Successful students will learn to: maintain general and sub-ledgers; prepare, analyze and interpret financial statements; organize financial and management accounting information to assist with an organization’s decision making process and utilize current software technology. Classes will be streamed online at the designated time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Date</th>
<th>Day / Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Computer App’s for Accounting 1</td>
<td>ACCT-1097-40WCM</td>
<td>Sep 15 – Nov 3</td>
<td>Wed/Thu 6:30 – 9:30 pm</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Taxation 1 Personal Tax</td>
<td>FINA-3043-40WCM</td>
<td>Sep 15 – Nov 15</td>
<td>Mon/Tue 6 – 10 pm</td>
<td>$478.00 + TB</td>
</tr>
<tr>
<td>Taxation 2 Personal Tax</td>
<td>FINA-3044-40WCM</td>
<td>Nov 22 – Jan 10</td>
<td>Mon/Tue 6:30 – 9:30 pm</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Principles of Accounting 1</td>
<td>ACCT-1100-40WCM</td>
<td>This course will be offered in the winter of 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Computer App’s for Accounting 2</td>
<td>ACCT-1098-40WCM</td>
<td>This course will be offered in the winter of 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting 2</td>
<td>ACCT-1011-40WCM</td>
<td>This course will be offered in the spring of 2022</td>
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</table>

### Health Care Office Assistant NUC2
This certificate program provides students with the knowledge and skills needed to excel as a clerk, assistant, or receptionist in a variety of health care facilities such as hospital units, doctor’s offices and clinics. Learning materials are offered fully online for your convenience, with optional virtual classes from 9 a.m. - 12 p.m. for access to instructor expertise.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Date</th>
<th>Day / Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Essentials</td>
<td>COMP-1378-28WCM</td>
<td>Sep 13 – Oct 4</td>
<td>Mon/Wed 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Medical Terminology &amp; Anatomy</td>
<td>HLTH-1209-28WCM</td>
<td>Sep 14 – Oct 5</td>
<td>Tue/Th 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>COMP-1130-28WCM</td>
<td>Oct 6 – Oct 27</td>
<td>Mon/Wed 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Processing Physician Orders</td>
<td>HLTH-1007-28WCM</td>
<td>Oct 8 – Nov 5</td>
<td>Friday 9 a.m. – 3:30 p.m.</td>
<td>$207.10 + TB</td>
</tr>
<tr>
<td>Computerized Billing</td>
<td>COMP-1128-28WCM</td>
<td>Oct 12 – Oct 28</td>
<td>Tue/Th 9 a.m. – 3:30 p.m.</td>
<td>$243.22 + TB</td>
</tr>
<tr>
<td>Professional Communication</td>
<td>COMM-1054-28WCM</td>
<td>Nov 1 – Dec 15</td>
<td>Monday 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Organizational Skills</td>
<td>HLTH-1010-28WCM</td>
<td>Nov 2 – Dec 14</td>
<td>Tuesday 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Electronic Patient Records</td>
<td>ADMN-1045-28WCM</td>
<td>Nov 4 – Dec 16</td>
<td>Thursday 9 a.m. – 3:30 p.m.</td>
<td>$297.40 + TB</td>
</tr>
<tr>
<td>Patient Preparation</td>
<td>HLTH-1208-28WCM</td>
<td>Nov 3 – Dec 1</td>
<td>Wednesday 9 a.m. – 3:30 p.m.</td>
<td>$207.10 + TB</td>
</tr>
</tbody>
</table>

**LEGEND ON PAGE 8**

**REGISTER NOW!** • 519-421-0144 | fanshawec.ca/woodstock
### Human Resources Essentials HRS2

This program satisfies the core components of human resources management and is for those who want to expand or update their skills, or enter into a variety of careers managing people and organizations. Many of these courses provide a practical approach and are specifically designed to prepare graduates to write the examinations set by the Human Resources Professionals Association for the CHRP designation. Classes will be streamed online at the designated time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Date</th>
<th>Day / Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety</td>
<td>HLTH-1102-40WCM</td>
<td>O Sept 8 – Oct 27</td>
<td>Wed/Thu 6 – 9 p.m.</td>
<td>$297.40 +TB *</td>
</tr>
<tr>
<td>Organizational Behaviour</td>
<td>MGMT-3007-40WCM</td>
<td>O Oct 28 – Dec 16</td>
<td>Wed/Thu 6 – 9 p.m.</td>
<td>$297.40 +TB *</td>
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<tr>
<td>Human Resources Management</td>
<td>MGMT-1017-40WCM</td>
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<tr>
<td>Labour Relations</td>
<td>MGMT-1163-40WCM</td>
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<tr>
<td>Recruitment and Selection</td>
<td>MGMT-3009-40WCM</td>
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<tr>
<td>Training and Development</td>
<td>MGMT-3042-40WCM</td>
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<tr>
<td>Compensation &amp; Benefits</td>
<td>MGMT-3048-40WCM</td>
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<tr>
<td>HR Planning</td>
<td>MGMT-3061-40WCM</td>
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</tbody>
</table>

For more information please contact:
Luke Garnham, Student Engagement Specialist
519-200-5209  l_garnham2@fanshawec.ca

fanshawec.ca/mypath
MICROCREDENTIALS NEW!

Shorter in duration, and developed based on industry demand, microcredentials are the perfect way to develop specific skills and help you grow in your career.

- Earn digital badges when you complete your training;
- Stack your badges to level-up your training and earn series badges to demonstrate your mastery in a specific area;
- Share your badges on social platforms to enhance your profile in job searches.

Digital Literacy
COMP-1559-20WCM $194
Oct 4 – Oct 27 | Mon/Wed, 12:30 – 2:30 p.m.

The purpose of this micro-credential is to assist individuals who have limited computer skills. The target audience will be individuals who would like to upgrade their skills but their digital skills are currently functioning below a traditional college course. The course will introduce the learner to a variety of different aspects of digital literacy. Class hours: 16

Learning Outcomes:
1. Use digital skills to access information.
2. Create a document in word.
3. Save a document to a USB stick.
4. Send an email.

For more information regarding this program, call Lisa Wells at 519-520-1852 or email lwells@fanshawec.ca.
CONTINUING EDUCATION

Work towards a credential at your own pace. Take the entire series of courses or just the one you want.

### Food Service Worker FSW1
This program provides the student with an understanding of the Food Service Worker’s role in the 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.

<table>
<thead>
<tr>
<th>Role of the Food Service Worker</th>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDMG-1005-40WCM</td>
<td>Oct 5 - Dec 7</td>
<td>Tue 6:30 – 9:30 p.m.</td>
<td>$207.10</td>
<td>✓</td>
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<tr>
<td>Customer Service &amp; Communication</td>
<td>COMM-1076-40WCM</td>
<td>Oct 6 - Dec 8</td>
<td>Wed 6:30 – 9:30 p.m.</td>
<td>$207.10</td>
</tr>
<tr>
<td>Field Placement</td>
<td>WRKE-0001-01WCM</td>
<td>Oct 6 - Dec 30</td>
<td>Call to schedule</td>
<td>$220.30</td>
</tr>
<tr>
<td>Nutrition Throughout the Lifecycle</td>
<td>NUTR-1007-40WCM</td>
<td>Oct 5 - Dec 30</td>
<td>$207.10</td>
<td>Winter 2022</td>
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<tr>
<td>Foodsafe</td>
<td>FDMG-2003-40WCM</td>
<td>Oct 5 - Dec 30</td>
<td>$170.98</td>
<td>Winter 2022</td>
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<tr>
<td>Special Diets</td>
<td>FDMG-1008-40WCM</td>
<td>Oct 5 - Dec 30</td>
<td>$170.98</td>
<td>Winter 2022</td>
</tr>
<tr>
<td>Food Preparation &amp; Service</td>
<td>FDMG-1058-40WCM</td>
<td>Oct 5 - Dec 30</td>
<td>$297.40</td>
<td>Winter 2022</td>
</tr>
</tbody>
</table>

### Professional Office Essentials COE3
This certificate program will provide students with the skills and abilities required to perform effectively in an office environment. Computer applications, customer service and office procedures are the focus of this program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Word</td>
<td>COMP-1531-40WCM</td>
<td>Sept 8 - Oct 27</td>
<td>Wed/Thu 6:30 – 9:30 p.m.</td>
<td>$297.40</td>
</tr>
<tr>
<td>Marketing &amp; Social Media</td>
<td>MKTG-1100-40WCM</td>
<td>Oct 28 - Dec 16</td>
<td>Wed/Thu 6:30 – 9:30 p.m.</td>
<td>$297.40</td>
</tr>
<tr>
<td>Customer Relations</td>
<td>BUSI-1181-40WCM</td>
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<tr>
<td>Excel</td>
<td>COMP-1532-40WCM</td>
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<tr>
<td>Accounting Basics</td>
<td>ACCT-1106-40WCM</td>
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<tr>
<td>Outlook</td>
<td>COMP-1533-40WCM</td>
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<tr>
<td>Windows File Management</td>
<td>COMP-1535-40WCM</td>
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<tr>
<td>Emerging Office Technologies</td>
<td>COMP-1530-40WCM</td>
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<tr>
<td>Job Search Strategies &amp; Career Development</td>
<td>DEVL-1052-01WCM</td>
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<tr>
<td>Office Simulation</td>
<td>ADMN-1049-40WCM</td>
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<tr>
<td>PowerPoint</td>
<td>COMP-1534-40WCM</td>
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</tbody>
</table>

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GENERAL INTEREST COURSES

American Sign Language 101
COMM-1084-40WCM $207.10 + TB
Oct 6 - Dec 13 | Mon, 6:30 – 9:30 p.m.
This introductory course is designed for the student with no previous knowledge of American Sign Language (ASL) or with limited basic competencies. Students learn to handle basic everyday communication ASL incorporating Deaf culture and Deaf Community content. Topics centre on getting to know you, exchanging personal information, and discussing living situation. Grammar is introduced in context with an emphasis on developing question and answer skills.

Conversational Spanish
SPAN-9004-40WCM $241 + TB
Oct 5 – Dec 7 | Tue, 6:30 – 9 p.m.
This course is for the beginner student who wants to gain basic knowledge of the Spanish language. The main goal of this level is vocabulary building, basic phonetics, and understanding the base of the language. This basic course is useful for people who are planning to do business or visit Spanish-speaking countries. At the same time, culture, customs, and way of living of the people whose language is Spanish will be discussed. Classes will be offered through a virtual platform and delivered 50/50 Spanish and English language.

ARE YOU:
✓ 19 years of age or older?
✓ A resident of Ontario?
✓ Out of school for one full year or more?
✓ With or without a high school diploma?
✓ Proficient in English?

Credits meeting college entrance requirements include...
• Communications
• Mathematics
• Self-management/ Self-direction
• Computers
• Biology
• Chemistry
• Physics

The Academic Upgrading Program (AUP) creates an individualized plan that adapts to your abilities and lifestyle so you can achieve your GED, ACE certificate, and enhance Essential Employment Skills to meet the entrance requirements for college, apprenticeship, and/or employment.
This FREE program offers day and evening classes in Woodstock.

Program features:
• One on one support to ensure success
• Personalized learning plan
• Mature learner environment
• Flexible schedule to make it work for you
• Academic, career and accessibility counselling.

CONTACT US FOR AN APPOINTMENT:
Woodstock/Oxford Regional Campus
Toll free: 1-800-265-9257 | 519-421-0144 | cholt@fanshawec.ca
fanshawec.ca/woodstock

Please check the website or your receipt carefully for refund dates and details
COLLEGE OR AND STAY LOCAL

Think you know Fanshawe? Think again.

Two locations in Woodstock to serve you!

369 Finkle Street
519-421-0144

45 Metcalfe Street
519-537-3540

oxford@fanshawec.ca

fanshawec.ca/woodstock