

Continuing Education

Fall 2011

london

woodstock

simcoe

st. thomas



FANSHAWE
COLLEGE

London Campus

fanshawec.ca/ce

Community Education and Training Services

The New You Starts Here!

When you choose Fanshawe College, you've knocked hard on opportunity's door.

Welcome to Community Education and Training Services at Fanshawe College, where you'll find a wide selection of programs, courses and workshops designed to help you build a better future and balance your busy lifestyle.

With part-time programs offered day and night, plus a range of online and web-enhanced courses, it's now easier than ever to develop new skills and interests without disrupting your home, work or family commitments.

Fast track your career without putting your life on hold. If you're seeking a professional designation, trade certificate, accreditation, or just want to improve essential skills, Fanshawe's Community Education and Training Services can help you get there! Choose from a number of programs and courses ranging from Arts & Lifestyle and Business to Information Technology, Transportation and many more. Plus, many programs and courses can be applied to a post-secondary diploma.

If you've ever wanted to develop additional skills and interests, but never have the time, you've come to the right place! Look inside for affordable courses and programs that will fit right into your busy lifestyle, enhance your career, and help you live life to the fullest.

Discover for yourself what our students already know. Fanshawe is their top choice. Make it yours!

Continuing Education

Fall 2011

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FOLLOW US ON TWITTER
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1001 Fanshawe College Blvd.
P.O. Box 7005
London, ON N5Y 5R6
Room: A1037
Tel: 519-452-4444 or 1-800-717-4412
Fax: 519-452-1343
Email: ce@fanshawec.ca

fanshawec.ca/ce



How To Register

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

REGISTER ONLINE *Visa or MasterCard accepted*

BEFORE YOU GET STARTED: You will need an active email address, WebAdvisor username and password, and valid Visa or MasterCard account number and expiry date. If you do not have a WebAdvisor username and password, you must request a WebAdvisor profile first.

REGISTER NOW!

Method #1: (If you HAVE a WebAdvisor username & password)

- Visit <https://webadvisor.fanshawec.ca>
- Click on 'Log in' and enter your username & password
- Click on 'Students'
- Click on 'Search and register for CE Classes'

Method #2: (If you DO NOT have a WebAdvisor username & password)

- Visit www.fanshawec.ca/students/webservices.asp
- Click on 'I do NOT have a WebAdvisor username and I want to register online for a Continuing Education course'
- Wait 3-5 business days for an email with your username & password
- Complete the steps in Method #1

CONFIRMING YOUR REGISTRATION: You will receive an email with the course number, details of location and times, and your credit card payment receipt confirmation. Keep this email as a record of your registration. **Note:** A receipt will not be mailed. If you do not receive a confirmation email, your registration was not successful. Please ensure that the information you entered was correct and try again.

REGISTER IN PERSON *Cash, Interac, Visa, MasterCard, personal cheque, certified cheque & money order accepted*

BEFORE YOU GET STARTED: Review the course offerings and decide which courses and sections you would like before coming to the Office of the Registrar.

REGISTER NOW!

- Detach and complete the Registration Form on the next page, or visit www.fanshawec.ca/ce/registration_form.pdf to access a Registration Form you can print from your computer
- Fill out your personal information in the upper portion of the form. Provide an up-to-date address, current phone number & email address
- Fill out your course information, including section code, in the table provided. Course information can be found in the detailed descriptions listed in the course guide
- Bring your completed form and payment to: Fanshawe College, Office of the Registrar, Room E1012, 1001 Fanshawe College Boulevard, PO Box 7005, London, ON N5Y 5R6
- Payment can be made by cash, personal or certified cheque, money order, Interac, Visa or MasterCard

CONFIRMING YOUR REGISTRATION: You will be informed in person about the status of your registration, and provided with a receipt and confirmation of course location and times. Keep this receipt and record of your registration. No receipt will be mailed. **Note:** Occasionally there will be a line up in the Office of the Registrar. We thank you for your patience.

REGISTER BY PHONE *Visa or MasterCard accepted*

BEFORE YOU GET STARTED: You will need a valid Visa or MasterCard account number and expiry date.

REGISTER NOW! Call 519-452-4444

Note: Can take up to 3-5 business days for processing.

REGISTER BY FAX *Visa or MasterCard accepted*

BEFORE YOU GET STARTED: You will need a valid Visa or MasterCard account number and expiry date.

REGISTER NOW!

- Detach and complete the Registration Form on the next page, or visit www.fanshawec.ca/ce/registration_form.pdf to access a Registration Form you can print from your computer
- Fill out your personal information in the upper portion of the form. Provide an up-to-date address, a current phone number & email address
- Fill out your course information, including section code, in the table provided. Course information can be found in the detailed descriptions listed in the course guide
- Complete the credit card information, including the card expiry date. Please print clearly
- Fax the completed form to the Office of the Registrar at 519-453-5021

PROCESSING YOUR REGISTRATION: Please allow three business days to process your registration. Do not refax or follow up with a copy of your registration by mail. Customers registering online are given priority over registrations received by mail or fax. Your receipt will be mailed the business day after your registration is processed. **Note:** Faxing your registration form does not guarantee registration in a course. If a course is cancelled, full or wait-listed, you will be contacted by phone.

REGISTER BY MAIL *Visa, MasterCard, personal cheque, certified cheque & money order accepted*

BEFORE YOU GET STARTED: You will need a valid Visa or MasterCard account number and expiry date, **OR** a personal cheque (not post-dated), **OR** a certified cheque, **OR** a money order.

REGISTER NOW!

- Detach and complete the Registration Form on the next page, or visit www.fanshawec.ca/ce/registration_form.pdf to access a Registration Form you can print from your computer
- Fill out your personal information in the upper portion of the form. Provide an up-to-date address, a current phone number & email address
- Fill out your course information, including section code, in the table provided. Course information can be found in the detailed descriptions listed in the course guide
- Enclose your cheque or money order, **OR** complete the credit card information, including the card expiry date. Please print clearly
- Mail the completed form and payment to: Fanshawe College, Office of the Registrar, 1001 Fanshawe College Boulevard, PO Box 7005, London, ON N5Y 5R6

PROCESSING YOUR REGISTRATION: Please allow three business days to process your registration. Where payment is a post-dated cheque, the registration will not be processed until the date of the cheque. Customers registering online are given priority over registrations received by mail or fax. Your receipt will be mailed the business day after your registration is processed. **Note:** Mailing your registration form and payment does not guarantee registration in a course. If a course is cancelled, full or wait-listed, you will be contacted by phone.

Choose the way you would like to Register:

- 1. ON THE WEB:** Use our new web registration process. Visit www.fanshawec.ca and follow the instructions to enroll online. You'll need to use a Visa or MasterCard number to pay. If you know your student number, have it ready.
- 2. BY MAIL:** Fill out the registration form and mail it to Fanshawe College, Office of the Registrar, Room E1012, 1001 Fanshawe College Blvd., P.O. Box 7005, London, Ontario, N5Y 5R6. Be sure to include either your credit card number, a cheque or money order.
- 3. BY FAX:** Fill out the registration form and fax it to Fanshawe College at 519-453-5021. Be sure to include your credit card number.
- 4. IN PERSON:** Bring your completed registration form, along with payment to Fanshawe College, Office of the Registrar, Room E1012, 1001 Fanshawe College Blvd., London, Ontario.

Registration Form

Information: 519-452-4444 • Fax: 519-453-5021

FANSHAWE COLLEGE REGISTRAR'S OFFICE: Room E1012, 1001 Fanshawe College Blvd., P.O. Box 7005, London, Ontario, N5Y 5R6

REGISTRAR'S OFFICE HOURS OF OPERATION: Monday/Tuesday/Thursday 8:30am to 9:00pm; Wednesday 9:30am to 9:00pm; Friday 8:30am to 4:00pm; Saturday 9:00am to 12:30pm

Have you ever taken a course at Fanshawe College? Yes No Student Number: _____

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

Address: _____

City: _____ Province: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Email: _____

Date of Birth: D _____ M _____ Y _____ Male Female

Please ensure that we have your current address on file.

Course Code & Section Number <i>(eg. ACCT-1004-20LC)</i>	Course Name	Start Date / Time	Location <i>(eg. London, Woodstock, Simcoe, St. Thomas, Strathroy)</i>	Total Fee

Method of Payment:

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

- Cash Cheque Money Order
 MasterCard Visa Interac

Registrations will not be processed without full payment.

Credit Card Number

Expiry Date

Card Holder's Name (PLEASE PRINT)

Card Holder's Signature

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, Ontario Regulation 34/03. The information is used for administrative and statistical purposes of the college and/or the ministries and agencies of the Government of Ontario and the Government of Canada. For further information, please contact the Registrar, Fanshawe College, PO Box 7005, London, ON, N5Y 5R6, telephone 519-452-4277.

**ALUMNI**

Alumni (graduates of certificate or diploma programs) who present their Perks card to the Office of the Registrar (E1012) will receive a 10% discount on credit 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, to write tests or exams or receive a grade, must declare their audit status to their instructor first class night and complete the appropriate form.

AWARDS & BURSARIES

To learn more about awards and bursaries available, contact Awards & Scholarships (Room K1003) at 519-452-4466 or visit www.fanshawec.ca/money.

BOOKSTORE

Website: www.bookware3000.ca
Telephone: 519-452-4260
Location: F1002, F Building

Store Hours for mid-September to mid-April:

Mon-Thu 8:35am-8pm
Fri 8:35am-4:25pm

Store Hours for mid-April to mid-September:

Mon-Fri 8:35am-4:25pm

Note: Closed public holidays. Some extended hours may occur during course startup.

COMPUTER STORE

Website: www.fanshawec.ca/computerstore
Telephone: 519-452-4495
Location: F1010

Store Hours:

Mon-Fri 8:35am-4:25pm

Note: Closed public holidays.

We are a full service computer store. We also sell the software required for many of the programs taught by the college at educational prices saving you up to 80% of the list price. Take advantage of this valuable benefit while you are a student.

COUNSELLING SERVICE

Counselling for adult learners in a college environment is available before and after admission to programs. For prospective students, a pre-admission counsellor is available for telecounselling weekdays from 8:30-4:30pm (Friday until 4pm) by calling 519-452-4282. For adult learners enrolled in CE courses, counselling concerns can be addressed in a confidential manner by calling 519-452-4282 to make an appointment.

COURSE CANCELLATION

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

COURSE FEES / INCOME TAX

Course Fee payments can be made by cash, cheque, money order, VISA, MasterCard or Interac. Tuition fees may be tax deductible. T2202A Tax forms may be printed from WebAdvisor (www.fanshawec.ca .EN.WebAdvisor/default.ca) for eligible course fees in February of the next year. Tax forms will not be mailed.

Please ensure we have your current email address.

COURSE PRE-REQUISITES

Pre-requisites 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. Contact the program area or visit, www.fanshawec.ca/CE for more information.

DISCLAIMER

While every effort is made to ensure the accuracy of the information in this course guide, Fanshawe College reserves the right to modify any program, course, location, timetable or fee without prior notice. The College reserves the right to cancel a program or course and to change the location and term in which the program/courses are offered because of insufficient registrations or for other budgetary reasons. In the event the College exercises such a right, the College's sole liability will be the return of any monies paid, if applicable, by the applicant or student to the College.

FINANCIAL ASSISTANCE

If you are registered in a Ministry approved credit course, diploma or certificate program, financial assistance may be available to those who qualify. To learn more, contact the Financial Aid office (Room E2020) at 519-452-4280. *Please see page 7 for more information.*

FOOD & DRINK

The food court at the junction of D, E, & F buildings is open until 9pm Mon-Thu.

GRADES

For graded courses your final grade will be available on WebAdvisor (<https://webadvisor.fanshawec.ca>). To access your grades, you will need a WebAdvisor profile. All efforts are made to post final grades as they become available from instructors. If you encounter any technical difficulties accessing your account contact the Help Desk by email helpdesk@fanshawec.ca or by calling 519-452-4430 x4357. The hours of operation are 8am-8pm Mon-Thu; 8am-4:30pm Fri.

GRADUATION

Graduation ceremonies are held twice each year, in June and November. The divisions do not track each student individually and therefore it is the responsibility of the student to advise the CE program area when they are in the final course of a program. *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 available at www.fanshawec.ca/ce.

HST

If the Harmonized Sales Tax is applicable, it will be included in the fee unless stated otherwise.

INTERNATIONAL STUDENTS

Foreign student fees are payable to the Office of the Registrar upon registration.

LATE REGISTRATIONS

Registrations may be accepted up to the start of the second class. Late registration does not alter the refund deadline.

LIBRARY (ON-CAMPUS & VIRTUAL)

Website: www.fanshawec.ca/library
Telephone/Location: 519-452-4236/Room L1003

Hours of operation mid-September to end-April:

Mon-Thu 8am-10pm
Fri 8am-4:30pm
Sun 1pm-5pm

Hours of operation mid-May to mid-August:

Mon/Wed/Fri 8:30am-4:30pm
Tue/Thu 8:30am-9pm

Doors lock 15 minutes before closing.

Note: Library hours may vary.

Campus map: www.fanshawec.ca/map

PARKING

Parking is free to students at the College from 5-11pm. Parking between the times of 6am-5pm, Mon-Fri will be subject to parking fees. Violation may result in the vehicle being towed at the owner's expense.

PRIOR LEARNING ASSESSMENT & RECOGNITION

Prior Learning Assessment can be applied to a number of our diploma and certificate programs. Get the credit you deserve! To find out more about PLAR, call Cheryl Morris at 519-452-4445.

PROGRAM COMPLETION

While the College makes every effort to allow students to complete an entire program on a part-time basis, this may not be possible in all instances due to insufficient student registrations. Students must meet the academic standards and current competencies of the program in order to graduate. From initial registration, there is a maximum of seven years (full or part-time) to complete program curriculum (three years for computer programs). Students extending beyond that time frame and/or not meeting the standards/competencies will be assessed to determine if upgrading measures are necessary or available. In circumstances where a program has been suspended, the student has four years to complete its curriculum from the date of the program's suspension. In instances where the curriculum change is deemed to have health and safety implications the new curriculum requirements to graduate will be effective immediately. Graduation from College programs requires a student to complete the program curriculum, meeting its academic standards and achieving a minimum cumulative GPA of 2.0. Some programs have a higher minimum GPA for progression purposes. In circumstances where a program has been suspended, please contact the program area for completion deadlines.

REFUND POLICY

Upon written request, a student may be issued a partial refund if they withdraw from a course no later than the refund deadline. The refund will be

less an administration charge and material fees, plus HST where applicable.

The symbol associated with each course in the Refund Legend below determines which refund date is applicable. The administrative fee, plus HST where applicable, will be charged for withdrawals.

Late registration does not alter the refund deadline. Full refunds will only be issued for courses cancelled by the College. Please allow four to six weeks for refunds to be processed during peak periods. The method of payment used for your refund will correspond to the last method of payment used on your account (eg. if your last payment was by credit card, the refund will be issued back to your credit card).

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.

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

REFUND LEGEND

- = 7 days before first class
 - = 3 days before first class
 - ▲ = 7 days after first class
 - ◆ = 14 days after first class
 - * = 1 business day before third class
- FanshaweOnline (OL) = 1 day before third class
OntarioLearn (OTLN) = refer to CE Online section

REGISTRATION

For detailed information on how to register for your program/courses, please refer to our How to Register page (03) or visit www.fanshawec.ca/CE.

RESIDENCY REQUIREMENT

In order to graduate with a certificate, 25% of the course hours taken must not overlap between past certifications. Internal & External credits and PLAR are not considered as residency credit.

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, students must withdraw one week prior to start date. The student's academic transcript will display a "W" grade for this course. Requests can be directed to the Office of the Registrar (Room E1012). Failure to withdraw before this date will result in an 'F' grade.

STUDENTS WITH DISABILITIES

The Disability Services office is available to consult with students who require academic accommodations as a result of a disability. Call 519-452-4282 or visit www.fanshawec.ca/earlyid for more information.

WAITING LISTS

If you apply for a course that is filled, ask to have your name added to the waiting list. We will prioritize the wait list by date.

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. If you have questions regarding changes to your program please email ce@fanshawec.ca.

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'.

BE PREPARED

If you have questions about your level of preparedness for your Continuing Education program/course, please contact your Program Consultant prior to registrations.

TEACHING METHODS LEGEND

(C) CLASSROOM

Traditional face-to-face teaching.

(BL) BLENDED

Flexible delivery format that allows students to come to class every 2nd or 3rd week while covering online content in between class times. Student must attend the first class (schedule and content information will be discussed at that time). Internet access is required (available in Fanshawe College computer labs).

(OL) FANSHAWEONLINE & (OTLN) ONTARIOLEARN

Your course is completed online as an independent study and you do not need to come in to the college. Students may also attend the Blended class (if available) for extra help. Internet access and general computing skills are required to use the website and produce assignments. Some corporate networks may not be able to access the server due to internal security. For technical support call 519-452-4478.

(IS) INDEPENDENT STUDY

This instructor facilitated independent study is offered in response to courses that historically have had low enrollments. Modified course formats will be identified in the first class and may include; major, independent project/assignment, exams, group work & independent online study. Students must attend the first class where schedule and content will be discussed.

eLab my eLab

Enjoy the flexibility of online learning with the support of an eLearning coach and access to College Resources.

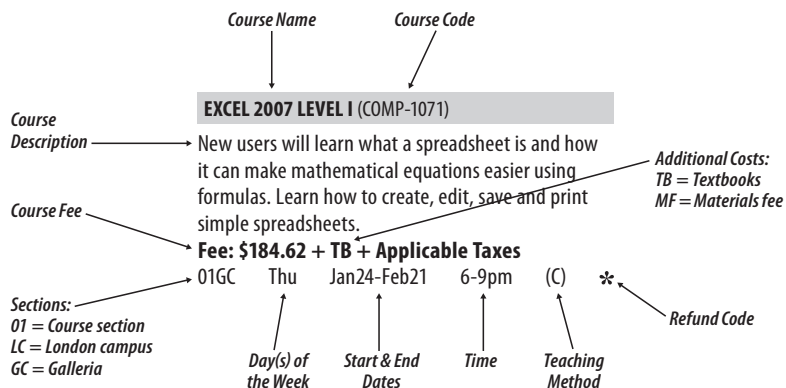
ACT ACCELERATED CAREER TRAINING

Start your new career in less than 6 months.

ICON LEGEND

-  = Certificate Program
-  = In-A-Day
-  = my eLab
-  = Accelerated Career Training

COURSE DESCRIPTION LEGEND





CONTINUING EDUCATION **ONLINE**

Our Programs. Your Schedule.

Fanshawe's Continuing Education online studies programs and courses are administered through two online learning management systems, FanshaweOnline and OntarioLearn.

FANSHAWEONLINE.ca

FanshaweOnline (OL) is Fanshawe College's learning management system. Through this online portal you can login to access your 100% online Fanshawe courses. You will receive a personal FanshaweOnline email address, access to all course related content, participate in moderated online discussions and

chats, submit assignments to a virtual drop box, gain access to your grades, and communicate with your instructor and fellow students.

OL 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
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 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 FanshaweOnline username or password, please contact the Help Desk (519-452-4430 x4357 or helpdesk@fanshawec.ca).

FANSHAWEONLINE STUDENT ORIENTATIONS:

In-person FanshaweOnline orientations are available for those students who are willing and able to attend. Each session is designed to walk through the login process, answer any questions regarding FanshaweOnline. *For more information about scheduled times, orientation room numbers, or for general inquiries about the orientations, email Continuing Education at ce@fanshawec.ca.*

For more information about your FanshaweOnline courses, how to order textbooks, and frequently asked questions, visit www.fanshawec.ca/ce.

CE In-Person FanshaweOnline and OntarioLearn Orientations

Room A2014

*Please contact Milad Zecharia to reserve a seat:
mzecharia@fanshawec.ca*

Continuing Education offers 45 minute in-person orientations for both FanshaweOnline and OntarioLearn online course offerings. If you feel that you would benefit from attending any one of our scheduled orientation sessions, please contact us at the e-mail address below to announce your intent to attend. We are very happy to answer any and all of your questions and get you comfortable with your online course!

ORIENTATION DATES:

1. Wednesday, September 14
2. Wednesday, September 21

FanshaweOnline: 5-6pm

OntarioLearn: available upon request

First time Instructor? FOL orientations for online course offerings

Room A2014

Please RSVP to Milad Zecharia:

Phone: 519-452-4430 x 4518

E-mail: mzecharia@fanshawec.ca

Attend this in-person training session to gain valuable information about Fanshawe's learning management system, online learning theory and course management at a distance.

Date: Wednesday, August 17

Time: 5:30-7pm





Financial Aid

Room E2020

For more information:

Phone: 519-452-4280

Email: FAD@fanshawec.ca

ONTARIO SPECIAL BURSARY PLAN

Up to \$2500 per academic year available to assist qualifying students who:

- Wish to pursue an education part time due to personal or family commitments *AND*
- Do not have a previous post-secondary education *OR* do not have updated skills to seek employment *AND*
- Have a low or fixed income (ie. ODSP or Ontario Works)

This funding applies to OSBP eligible programs including academic upgrading. For further information on the OSBP and PTCSL funding visit <http://osap.gov.on.ca>.

PART-TIME CANADA STUDENT LOAN

Part-time funding may be available to students who:

- Require only a few courses to complete their full-time program *OR*
- Want to study part time to avoid excessive debt load *OR*
- Want to remain in the full-time work force while pursuing your education *OR*
- Have family responsibilities which prevent student from taking full-time studies *OR*
- Have a permanent disability which makes full-time studies difficult *OR*
- Want to upgrade an "F" to a passing grade

This funding is available for Ministry approved part-time courses leading to a certificate, diploma or degree.

FANSHAWE COLLEGE STUDENT ASSISTANCE BURSARY FOR PART-TIME STUDIES & CONTINUING EDUCATION

The purpose of this bursary is to assist students who have low family income and resources *AND* are pursuing their diploma or certificate on a part-time basis. Maximum bursary assistance available per academic year (September 2011 – August 2012) is \$2,500. To apply for this bursary you must be a Canadian Citizen or Permanent Resident registered in a graded, Ministry approved course and have explored and been deemed ineligible for any other type of government financial assistance.

Awards & Scholarships

Room K1003

For more information:

Phone: 519-452-4466

Email: Scholarships@fanshawec.ca

AWARDS

The **W.J. Pillsworth Award** is presented on an annual basis to a student who has obtained the majority of credits through Continuing Education. The student must have demonstrated outstanding academic achievement during the academic year, and demonstrated increased motivation and interest in achievement of career goals. Application required.

Fanshawe College Alumni Association members who have returned to Fanshawe College to obtain an additional diploma or certificate through Continuing Education study are eligible to apply for the Fanshawe College Alumni Association Continuing Education Award. Selection of a recipient is based on the obstacles/hardships the Alumni member has overcome to attain this additional diploma or certificate and the benefit resulting from this achievement. Application required.

The HRPLD Award will be presented to a graduating student who has successfully completed the Human Resource Management (HRS1) certificate at Fanshawe College between May 1 and April 30 with at least 50% of the courses completed through Continuing Education and obtaining a cumulative GPA of at least 3.0 (with no failures on his/her transcript). The successful student will have also demonstrated involvement in community activities as well as volunteerism (preferably in fields related to Human Resources). This award was created to honour the memory of Carol Eyre. Application required.

FANSHAWE COLLEGE CONTINUING EDUCATION BURSARY

Continuing Education Bursary assistance is available to students who are registering in a Continuing Education credit course which is not eligible for any other financial assistance program funding. A Continuing Education credit course is one that leads to the completion of a certificate or diploma program. General interest courses will not be funded. Students are expected to apply to the Fanshawe College Student Assistance Bursary for Part-time Studies & Continuing Education first before applying for this bursary.



Academic Access

The Academic Access Department is the bridge to your next step, whether it be apprenticeship, post-secondary education, employment or personal development. Experience an opportunity to improve your communication skills, increase your chances of finding new, long-term work and prepare for further education and training. Classes are delivered at the Citi Plaza Centre.

Featured Programs

**Literacy & Basic Skills (LBS)
Academic & Career Entrance Certificate (A.C.E.)**

For more information, please contact:
academic_upgrading@fanshawec.ca

College Prep Courses

**Grade 11 College Equivalent (MATH-1166)
Grade 12 College Equivalent (MATH-1165)
Grade 11 College Equivalent (BIOL-1026)
Grade 12 College Equivalent (CHEM-1017)
Grade 12 College Equivalent (COMM-1081)**

For more information, please contact:
access_studies@fanshawec.ca

"This program allowed me to stay focused on my goals and ultimately achieve success in completing the Academic and Career Entrance Program. I am now attending Fanshawe College DSW program. My experience in A.C.E. really prepared me for where I am today." (A.C.E. Graduate)

"The LBS program has given me the ability to reach my goals in a quick and expedient manner. I have learned a lot and feel more confident than ever in my future." (LBS Learner)

"I feel more confident in my essay writing and presentation skills. I really needed the refresher to get me back on track for my first year of college." (Participant in COMM-1081)

"The Biology and Chemistry courses I took prepared me for what to expect in a College classroom, and gave me the confidence to succeed." (Participant in Biology & Chemistry College Prep Courses)

"Fanshawe provides excellent insight into the sciences. This program was informative and captivating. I'm positive it will open many doors for my ascent into health sciences in the near future." (Participant in Biology, Chemistry & Physics College Prep Courses)

PROGRAMS & COURSES
ACADEMIC UPGRADING
**EMPLOYMENT
ONTARIO**

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

Literacy & Basic Skills Program

The Literacy and Basic Skills Program can help you reach your goals for:

- Upgrading your education or training
- Getting a job
- Becoming more independent
- Pursuing post-secondary education

HOW DOES IT WORK?

- Contact us to book an appointment by phone at 519-667-2392 or email at academic_upgrading@fanshawec.ca.
- Applicants complete a diagnostic assessment to determine whether they will benefit from this program.
- Participants must attend an orientation session prior to starting classes.

Employment Preparation

Participants wishing to find employment will learn skills that include interviewing and writing cover letters and resumes and are given referrals to agencies that provide employment programs and services, such as Community Employment Services. Learning activities may include faculty-led classes, self-directed learning, small group work, individual tutoring, discussion, research, workshops and tours.

**DID YOU KNOW
YOU HAVE TO APPLY
TO GRADUATE?**

GO TO WWW.FANSHAWEC.CA/CE, CLICK ON THE ADDITIONAL INFORMATION LINK AND THEN DOWNLOAD THE GRADUATION APPLICATION FORM. FOR MORE INFO CALL 519-452-4444.

Academic & Career Entrance Certificate (A.C.E.)


The A.C.E. Certificate is recognized, provincially, as a Grade 12 college equivalent for the purpose of admissions to all Ontario Colleges in pre-apprenticeship, apprenticeship and post-secondary programs. It is also recognized by many employers.

PROGRAM FEATURES:

- Customized Intake & Assessment Process
- Modular Semesters
- Individualized Training Plan
- Essential Employability Skills Component

ADMISSION REQUIREMENTS:

- Applicants must be mature early school leavers and eligible to work in Ontario.

CORE COURSES:

Communications	COMM-0006
Mathematics Fundamentals	MATH-0010
Computers	COMP-0002
Self-Management/Self-Direction	SKLS-0004

ELECTIVE COURSES:

Biology	BIOL-0004
Chemistry	CHEM-0004
Physics	PHYS-0006
Apprenticeship Math	MATH-0009
Business Math	MATH-0011
Technical Math	MATH-0012

Essential Employability Skills Component:

These skills, as identified by Human Resources Development Canada and the Conference Board of Canada, are included in all learning activities. These may either be included in the courses outlined above or be taught in workshop settings, such as: Working with Others, Thinking Skills, Problem Solving Skills, Decision Making, Positive Attitudes or Behaviours and Adaptability.

To book an appointment, please call the Citi Plaza Centre at 519-667-2392 or email academic_upgrading@fanshawec.ca.

COLLEGE PREPARATION

College prep courses fulfill the pre-requisite requirements for full-time programs at Fanshawe College and are delivered in two different formats: In-Class (C) and Online (OL). For 100% online courses, exams and tests may be written in class or arranged online if access to the college is not an option.

English
ENGLISH COMMUNICATIONS – COLLEGE PREP (COMM-1081)

This course is for those who need to refresh or upgrade Grade 12 English skills in order to proceed with further college studies. Upon successful completion, students obtain a level of proficiency equivalent to Grade 12 College English. Students will study and analyze a variety of texts. Writing assignments cover summaries, short essays and research reports. A media component will study the relationship among different media forms, audiences, and the media industry practices. Communication skills will focus on effective communication of meaning and engaging intended audience through the delivery of a presentation.

Fee: \$278.50 + TB

01GC Tue/Thu Oct25-Dec13 5:30-8:30pm (C) ✱
 40LC Oct25-Dec13 (OL) ✱

Math
FOUNDATIONS OF MATH (MATH-1166)

This course is for students wishing to upgrade their math skills to obtain a level of proficiency that is equivalent to Grade 11 college math. Students will study basic arithmetic skills, algebraic skills and solving algebraic equations.

Fee: \$278.50 + TB

01GC Mon/Wed Sep12-Oct31 5:30-8:30pm (C) ✱
 40LC Sep12-Oct31 (OL) ✱

MATHEMATICS FUNDAMENTALS (MATH-1165)

Pre-requisite(s): OSSD & Completion of Diagnostic

Note: To book a diagnostic assessment, please email Laurie at lehamilton@fanshawec.ca (Assessment Fee: \$35). This course is for OSSD graduates wishing to upgrade their math skills to a Grade 12 college equivalent. Students will reason mathematically and communicate their thinking as they solve multi-step problems. Topics include: exponential equations,



graphing, geometry, trigonometry and an intro to calculus. This course prepares students for college programs in areas such as business, health sciences and human services, as well as certain skilled trades.

Fee: \$278.50 + TB

01GC Tue/Thu Nov1-Dec20 5:30-8:30pm (C) ✱

40LC Nov1-Dec20 (OL) ✱

Science

BIOLOGY – COLLEGE PREP (BIOL-1026)

This course furthers students' understanding of the processes involved in biological systems. Upon successful completion, students obtain a level of proficiency equivalent to Grade 11 College Biology. Students will study cellular functions, genetic continuity, internal systems and regulation, the diversity of living things, and the anatomy, growth, and functions of plants. The course focuses on the theoretical aspects of the topics under study, and helps students refine skills related to scientific investigation.

Fee: \$278.50 + TB

01GC Mon/Wed Sep12-Oct31 5:30-8:30pm (C) ✱

40LC Sep12-Oct31 (OL) ✱

CHEMISTRY – COLLEGE PREP (CHEM -1017)

This course focuses on the concepts and theories that form the basis of modern chemistry. Upon successful completion, students obtain a level of proficiency equivalent to Grade 12 College Chemistry. Students will study the behaviours of solids, liquids, gases, and solutions; investigate changes and relationships in chemical systems; and explore how chemistry is used in developing new products and processes that affect our lives and our environment. Emphasis will also be placed on the importance of chemistry in other branches of science.

Fee: \$278.50 + TB

01GC Tue/Thu Nov1-Dec20 5:30-8:30pm (C) ✱

40LC Nov1-Dec20 (OL) ✱

Academic Upgrading

Interested in upgrading
your education and training?

Do you want to pursue
post-secondary education?

Academic Upgrading is the **bridge** to your academic and employment future, your link to your vocational program . . . whether it be in the field of apprenticeship, in a post-secondary program enhanced employment or simply personal development. The **Literacy & Basic Skills (LBS) Program** and the **Academic & Career Entrance (A.C.E) Certificate Program** has been designed for learners to refresh and upgrade communication, comprehension, numeracy (math) skills, computer literacy as well as increase the chances of finding new, long-term work. A.C.E graduates successfully earn a College Certificate that is recognized, provincially, as Grade 12 equivalency, for purposes of admissions to a program. Delivered in a short-term intensive format to support your future studies at Fanshawe!

PROGRAM FEATURES:

- Customized Intake & Assessment Process that measures communication and numeracy skill levels in preparation for classes
- 6 Week Modular Semesters with Continuous Intake – each level consisting of 2-6 week modules for a total of **12 weeks**
- Essential Employability / Computer Literacy Skills component embedded into the **15-20 hours** of curriculum per week
- Classroom instruction **blended** with intensive support from a Learning Coach where attained skills are practiced and applied to individualized training plans
- “Ready to Learn” Workshops and Orientation Sessions scheduled to help students **transition** into their new learning environment

Assessment Dates (1-4pm)	Program Start Dates
Friday, August 5 & 19, 2011	Monday, September 5, 2011
Friday, September 9 & 23, 2011	Monday, October 17, 2011
Friday, October 14 & 28, 2011	Monday, November 28, 2011

For more information, please call 519-667-2392,
or to book an assessment (\$35 fee), please fax
a sponsorship letter to 519-452-1343



Arts & Lifestyle

Let Your Interests Guide You to Try Something New! Have you always wanted to learn a second language or learn how to paint? Perhaps taking better pictures or learning how to sew is on your list of things to do. Explore the world of hospitality through cooking classes, bartending, smart serve or Wine Fundamentals. If fitness is your interest, focus on your physical well-being or become a certified coach.

New Courses Offered This Term NEW! (IAD = In a Day Workshop)

Arts (see page 12)

Architectural Illustration, Comics & Sequential Art, Masterworks of Monet, Mosaic Using Salvaged Material ("Green" IAD Workshop), Paint Like Klimt, Spatchula Madness (Acrylic), The Figure: Foundation & Feeling (IAD)

Art, Craft & Design (see page 12)

Graphic Design CS5

Communications (see page 13)

Scared Speechless, Screenwriting Fundamentals

Culinary Arts: Food & Drink (see page 13)

Cookie Exchange, Dining Etiquette, Dining for Professional Success, Food Beverage & Labour Cost Control, Italian Cooking, Party & Event Planning, Pastry – Classic French

Dressmaking/Sewing (see page 15)

Bra Making – Various (Basic, Lace, Foam Cup), Specialty Fabrics

Floral – IAD Workshops (see page 15)

Hand-Tied Bridal Bouquet, Body Flowers, Christmas

Home & Garden (see page 15)

From Chaos to Calm (IAD), Kitchen Design, Reno 101 for the Home Owner, Residential Interiors Level II, The Peak Oil Survival ("Green" Workshop IAD)

Music/Performance/Dance (see page 16)

We are pleased to offer Intro to Dance Composition and Singing (IAD) at our Citi Plaza location. Richelle Hirlehey has a Masters of Dance from York University and is a modern dance specialist. Jocelyn Rasmussen has a Masters in Music from the University of New York and is the founder of More Than Singing, LLC. She does private voice and piano studio and executive voice coaching at her studio in New York

Photography (see page 17)

Perfecting Travel Photography

ARE YOU ARTSY?

Hone your skills next summer with our second annual Adult Summer School of the Arts, returning by popular demand June 2012!

PROGRAMS & COURSES

Art

ARCHITECTURAL ILLUSTRATION (ARTS-9172)

Learn to draw and paint buildings in watercolour/ acrylic and achieve the success you've always wanted. Instructor: Andrew Stewart

Fee: \$218.50 + MF + HST

01LC Thu Oct6-Nov24 6:30-9:30pm (C) ▲

COMICS & SEQUENTIAL ART (ARTS-9178)

An introduction to visual storytelling and practical techniques for creating comics and graphic novels. The focus will be on traditional writing and drawing skills. Explore genre style, timing, dialog, design and composition while working through production on your own original comics. Class work, group discussion and critique will guide you toward getting your ideas from brainstorm to pencils and ink.

Fee: \$194.70 + MF + HST

01LC Wed Oct5-Nov23 6:30-9:30pm (C) ▲

INTRODUCTORY TO TEXTILE ART: SEWING & TECHNIQUES (ARTS-9158)

Award winning and London based textile artist, Vivian Tserotas incorporates a traditional form of quilting into a contemporary setting for textile art. Students incorporate the basic elements of design, composition and colour theory with traditional and contemporary techniques of textile arts. This includes drawing with your sewing machine, surface design using threads, gold leafing and stamping your own designs and patterns into your art cloth. *Bring portable sewing machine with free arm.*

Fee: \$206.50 + \$35MF + HST

01LC Tue Oct4-Nov22 6:30-9:30pm (C) ▲

MASTERWORKS OF MONET (ARTS-9176)

Claude Monet was one of the originators of the Impressionist movement, and his paintings are famous around the world. Learn the techniques of this modern master and gain a deeper understanding of Impressionist painting, while working with acrylic paint. A studio class open to all skill levels.

Fee: \$194.70 + MF + HST

01LC Mon Oct3-Dec5 6:30-9:30pm (C) ▲

MOSAIC USING SALVAGED MATERIAL (ARTS-9175)

Produce your own beautiful mosaic art from redundant materials we have all around us – jewellery, stones, shells, china, glass, tiles, plastics etc. Salvaging and its importance today, what to look for, cutting techniques, design considerations and grouting will all be covered. Bring your own simple forms for mosaicing – plain edged unpainted wooden picture frames, ceramics, rectangular vases, terracotta pots, plain concrete bases, etc. Bases can

be provided at a small charge to students. Also bring broken china, tiles, glass, stones, jewellery, etc. to decorate with. Students will complete either one large piece or two to three smaller pieces.

Fee: \$146.50 + \$15MF + HST

60LC Sat&Sun Oct29-Oct30 9am-4pm (C) ●

PAINT LIKE KLIMT (ARTS-9177)

The paintings of Gustav Klimt are world renowned for their romance, beauty and symbolism. Part portrait, part abstract, these paintings have captivated people for the last 100 years. Learn to paint in the style of Klimt, using acrylic paint. Open to all skill levels.

Fee: \$194.70 + MF + HST

01LC Thu Oct13-Dec1 6:30-9:30pm (C) ▲

SPATULA MADNESS (ARTS-9174)

Spatula techniques have been an integral part of painting in Western Culture since the 19th Century. Create wonderful textures - for backgrounds, shapes, forms, light and shadows. Produce beautiful still life paintings using this technique with acrylic paints.

Instructor: Liliana Gomez

Fee: \$152.50 + MF + HST

01LC Thu Oct13-Dec1 6:30-9:30pm (C) ▲

THE FIGURE: FOUNDATION & FEELING (ARTS-9173)

Whether you have never drawn a stroke, or have some experience drawing, you will hone your ability to understand and recreate the structures that make up the human form. Working from diagrams and photographs provided by the instructor, and then from photographs brought by the student. Local artist Charles Vincent. *Call 519-452-4441 for material list.*

Fee: \$89 + MF + HST

60LC Sat Sep24 9am-4pm (C) ●

Art, Craft & Design Certificate Program

COMPULSORY COURSES:

Art History & Theory ✓	ARTS-1013
Drawing & Visual Fundamentals ✓	ARTS-1061
Managing the Business Side of Art ✓	ARTS-1060

ELECTIVE COURSES (Select 6):

Creative Drawing	ARTS-2005
Drawing Beyond the Basics	ARTS-3044
Graphic Design ✓	COMP-1304
Multi Media	ARTS-1063
Painting – Acrylic	ARTS-3020
Painting – Water Based Oils	ARTS-1029
Painting – Watercolour ✓	ARTS-5009
Pottery I ✓	ARTS-1033
Pottery II ✓	ARTS-3022
Pottery III	ARTS-5012
Printmaking I	ARTS-0001
Sculpture & Mould Making ✓	ARTS-1062
Web-based Publishing	COMP-6023

ART HISTORY & THEORY (ARTS-1013)

Note: Please refer to page 82 for course details.

DRAWING & VISUAL FUNDAMENTALS (ARTS-1061)

Design, composition and colour with an emphasis on drawing. Express yourself visually in a more interesting way. Draw from observation. Illustrate perspective; draw 2D and 3D representations using a variety of media.

Fee: \$229.90 + MF

01LC Tue Sep27-Dec13 6:30-9:30pm (C) ✱

FANSHAWE COLLEGE CONTINUING EDUCATION REGISTRATION TIPS

- ➔ **REGISTER EARLY** Avoid course cancellations!
- ➔ **SIGN UP FOR EMAIL NOTICES** Be the first to find out about course cancellations, early registration, new programs and courses, contests, and more!
- ➔ **KNOW WHERE YOU STAND** Check out our refund and withdrawal policies on page 5.



GRAPHIC DESIGN (COMP-1304)

(Version CS5) This fast paced course offers a wide set of skills for the computer graphic newcomer. Effective design theory will be combined with Adobe software (Illustrator, Photoshop and InDesign). Discover digital illustration, improving photographs, dynamic page layout and efficient image editing.

Fee: \$278.50 + TB

01LC Thu Sep15-Dec22 6-9pm (C) *

MANAGING THE BUSINESS SIDE OF ART (ARTS-1060)

Market your artistic talents. Course topics include: setting goals, planning your business, developing and maintaining artistic relationships, researching market demand, indulging in self promotion and exploring arts related career opportunities.

Fee: \$165.10

20LC Mon Oct3-Dec12 7-10pm (BL) ▲

PAINTING – WATERCOLOUR (ARTS-5009)

A studio course designed to introduce students to a variety of painting techniques including colour and composition skills covering the watercolour medium.

Fee: \$197.50 + MF

01LC Wed Sep28-Nov30 6:30-9:30pm (C) *

POTTERY I (ARTS-1033)

Learn the basic characteristics and working properties of clay. Techniques include pinch, coil, soft and hard slab. Aids include moulds (hump & press) and clay extruder. Experience the pottery wheel and make simple cylinders and bowls. **Location:** *Hutton House, Wonderland & Oxford*

Fee: \$197.50 + \$69 MF (clay & firing included)

01LC Tue Sep27-Nov29 9am-12pm (C) *

02LC Tue Sep27-Nov29 6:30-9:30pm (C) *

POTTERY II (ARTS-3022)

Pre-requisite(s): ARTS-1033

Develop and refine your throwing skills. Attention to detail, principals of form, functionality and aesthetics. Learn to trim, pull handles, spouts and develop your own distinct style under the guidance of a professional potter. **Location:** *Hutton House, Wonderland & Oxford*

Fee: \$197.50 + \$69 MF (clay & firing included)

01LC Tue Sep27-Nov29 9am-12pm (C) *

02LC Wed Sep28-Nov30 6:30-9:30pm (C) *

SCULPTURE & MOULD MAKING (ARTS-1062)

Explore the world of 3D! Learn ancient and contemporary techniques for creating original objects in three dimensional space. "Cire Perdue" or Lost Wax Casting and Waste Mould Construction are sculptural techniques as old as the ancient civilization of Greece, yet are to this date the primary method for casting works or art in most metallic mediums. Please bring a sketch book and pencil to your first class.

Fee: \$197.50 + \$185 MF + BRONZE

01LC Wed Sep28-Nov30 7-10pm (C) *

Communications
CREATIVE WRITING I (COMM-9015)

The most essential ingredient of creative writing is how to develop a writer's perception. With reference to character, dialogue, plot and structure, we will learn how to look at the world with a writer's eye.

Instructor: Donna Dawson

Fee: \$188.50

01LC Tue Oct4-Dec6 6-9pm (C) *

SCARED SPEECHLESS (COMM-9049)

Lost for words when words count? This highly proactive seminar will teach the techniques professionals use for public speaking. Everything in life begins with communication. It's both a skill and a tool.

Fee: \$195 + HST

60LC Tue Oct18-Oct25 7-10pm (C) ●

SCREENWRITING – FUNDAMENTALS OF (COMM-9127)

The student will find his or her own style as a scriptwriter by taking the genesis of an idea, and he or she will develop it into a three act screenplay. One will study the Heroic Quest Pattern and Aristotle's Poetics – the classic storytelling pattern Hollywood still used to win Oscars. Come and find your rhythm as a writer!

Fee: \$203.70 + HST

01LC Mon Sep26-Nov28 6:30-9:30pm (C) ▲

THE PSYCHIC WORLD (SOCI-9002)

The course will cover such topics as E.S.P. games to increase your own abilities, learn how to meditate, how to see auras and decipher what the colours mean. We will discuss how to interpret your dreams and control them, Astral projection and more.

Fee: \$106.50 + HST

60LC Sat Sep10 10am-5pm (C) ●

REINCARNATION – WHO WERE YOU? (SOCI-9003)

This one day workshop explores the possibility of past lives and what Karma is. It gives some very interesting theories as to why bad things do happen to good people and why you are where you are today. This class also included three group past-life regressions which may help the students to remember their previous lives. A blanket and pillow is needed for this class. The students should wear loose fitting comfortable clothing.

Fee: \$106.50 + HST

60LC Sat Nov19 10am-5pm (C) ●

REGISTER EARLY!

PREVENT COURSE CANCELLATIONS.
 REGISTER AT LEAST THREE BUSINESS
 DAYS BEFORE THE FIRST SCHEDULED
 CLASS. TO REGISTER SEE PAGE 2.

Culinary Arts: Food & Drink
BASIC COOKING (FDMG-9163)

Need to cook and not sure how? Learn the basics of preparing food, meal planning and cooking techniques. Meat, poultry, fish, vegetables, sauces, soups, salads and dressings covered.

Fee: \$127 + \$75 MF + HST

01LC Sat Nov5-Nov19 8:30am-1:30pm (C) ●

BREAD MAKING (BAKE-9017)

Introduction to basic yeast breads including baguettes, bread rolls and foccacia. Followed by whole grain breads such as whole wheat, honey oat and rye breads. Introduction to starters and sponges including sourdough, ciabatta and brioche. Then get creative by incorporating other ingredients to make breads such as Caramelized Onion and Sage, Roasted Apple Walnut or Black Olive and Chevre.

Fee: \$102 + \$40 MF + HST

01LC Sat&Sun Sep17-Sep18 9am-2pm (C) ●

COOKIE EXCHANGE (FDMG-9140)

Get ready for the Christmas Season; make a collection of different cookies. Have fun preparing these special holiday treats and take home a sampling of your work.

Fee: \$77 + \$50 MF + HST

60LC Sat Nov26 9am-2pm (C) ●

DINING ETIQUETTE (FDMG-9192)

Come to Saffron's Restaurant for a unique facilitated dining experience in Dining Etiquette for industry professionals. Dining etiquette can be critical to career and job search success. Enjoy a four course meal while being taught proper business dining etiquette facilitated by our trained professionals. Learn how to make a lasting and positive impression at any dinner. **Note:** *Saffron's Restaurant, Fanshawe College (Building A, facing Oxford Street).*

Fee: \$77.30 + HST

60LC Tue Oct4 5-7pm (C) ●

DINING FOR PROFESSIONAL SUCCESS (FDMG-1039)

Enjoy the tastes, sounds and aromas as you dine each week. This exploration of culture and customs in various national dining practices is designed to create an awareness of and develop sensitivity to different cultural behaviors and customs, especially for students traveling outside their own country or who will be dealing with people of other countries or cultures. Students will explore the influence of culture, religion, geography and history on dining practices around the world. **Note:** *Full time day students have an Orientation on Sep6 – not needed for CE students.*

Fee: \$278.50 + \$150 MF

90LC Tue Sep13-Dec6 5-8pm (C) *

FOOD BEVERAGE & LABOUR COST CONTROL (HOTL-3004) NEW!

This course is designed to introduce the student to the techniques used in the control of food, beverage and labour costs. The student will be able to calculate all costs and be able to discuss the causes of variances between forecasted figures and actual results.

Fee: \$278.50 + TB
90LC Mon&Wed Oct12-Nov30 (C) *
Times: Mon 2-4pm; Wed 4-6pm

ITALIAN COOKING (FDMG-9186) LoD NEW!

Buon Appetito! Come and find out what makes Italians so passionate about their food. In this hands-on course we will be making our own fresh pasta, risotto and gnocchi. Combined with the right sauce this meal will be complete with the addition of your own hand kneaded foccacia!

Fee: \$77 + \$50 MF + HST
60LC Sat Oct29 10am-2pm (C) ●

PARTY & EVENT PLANNING (HOSP-9004) LoD NEW!

Party and event planning is a growing field that offers many opportunities. This practical workshop will introduce the learner to the components of coordinating special events. In addition to learning the basic concepts, sponsorship, logistics and financial controls will be explored. This session will provide inside tips and suggestions on dealing with the unexpected twists of event planning.

Fee: \$146.50 + HST
60LC Sat Oct22 9am-4pm (C) ●

PASTRY – CLASSIC FRENCH (BAKE-9018) LoD NEW!

In this one day course, students will learn basic pastry techniques and how to make a variety of small French pastries such as Classic French Macaroons, Madeleines and Profiteroles.

Fee: \$77 + \$45 MF + HST
60LC Sat Oct15 9am-1pm (C) ●

PROFESSIONAL BARTENDING & SMART SERVE (BEVR-1007)

Learn to prepare cocktails, and selections of beer and wine in a hospitality environment under the controls set out by the L.C.B.O. This comprehensive bartending course now includes the Smart Serve component.

Fee: \$254 + \$60 MF + HST
01LC Wed Sep21-Dec14 7-10pm (C) *

SMART SERVE (BEVR-9005) LoD

Understand and implement the skills of responsible service while promoting food and non alcoholic beverages.

Fee: \$57 + \$25.26 MF + HST
60LC Wed Nov30 7-10pm (C) ●

INTERNATIONAL SOMMELIER GUILD



WINE FUNDAMENTALS I (BEVR-9018)

Whether building on an existing career in hospitality or enhancing your enjoyment of wines; the ISG Wine Fundamentals Certificate Level I curriculum provides an introduction to the basic aspects of sensory evaluation that are frequently overlooked when drinking wine. Topics covered: wine appearance, aroma and flavour. **To register contact: www.internationalsommelier.com.**

Fee: \$600
01LC Mon Sep12-Nov14 6:30-9:30pm (C)

WINE FUNDAMENTALS II (BEVR-9020)

Pre-requisite(s): Wine Fundamentals Level I
Begin to develop your blind tasting skills by studying old and new world wine regions as well as sparkling, fortified wines and ales. Build on your service skills, food and wine pairing techniques, and proper storage and wine management practices. The goal of this course is to advance your understanding of wine and wine making in order to prepare you for the Sommelier Diploma Program. **To register contact: www.internationalsommelier.com.**

Fee: \$1,000
01LC Mon Nov21-Apr2 6:30-9:30pm (C)

Dressmaking

This program would be of use to those in the retail and fashion and industries, those who would like to learn to create and properly fit professional looking clothing. It would also be of interest for those wishing to start an in home business. The project based program will build on skills learned in the initial course. Hands-on practice, appropriate workmanship and professional techniques covered.

COMPULSORY COURSES:

Collared Top, PJ Pant & Housecoat	FASH-1025
Detailed Blouse	FASH-1030
Dressmaking Level I – Skirt ✓	FASH-1023
Dressmakers Lined Jacket ✓	FASH-1028
Pants	FASH-1029
Sheath Dress	FASH-1027

DRESSMAKING LEVEL I – SKIRT (FASH-1023)

Concentrate on the essentials of dressmaking, including the basic sewing skills, selection of a pattern and materials, taking measurements and the steps involved in constructing a simple skirt. Construction techniques for other skirt styling are also covered. Bring portable sewing machine.

Fee: \$197.50 + MF
01LC Wed Sep28-Nov30 6:30-9:30pm (C) *

DRESSMAKERS LINED JACKET (FASH-1028)

Learn traditional and contemporary methods to construct a lined jacket. Topics include: seaming, pressing, stabilizing, collars, pockets, bound buttonholes lining and top stitching. Jacket as well as sampler projects will be constructed. Bring portable sewing machine.

Fee: \$197.50 + MF
01LC Mon Sep26-Dec5 6:30-9:30pm (C) *

Dressmaking – Advanced

For students who have completed the Dressmaking Program or those in the industry who would like to advance their skills by taking specialty courses.

COMPULSORY COURSES:

Corseting & Evening Wear	FASH-1031
Specialty Fabrics NEW ✓	FASH-1033
How to Start a Small Business	MGMT-1049
Knitwear ✓	FASH-1032
Ladies Tailored Jacket	FASH-1036
Men's Tailored Jacket	FASH-1037

ELECTIVE COURSES:

Alterations to Ready-to-Wear	FASH-1034
Industrial Sewing	FASH-1024
Pattern Alterations ✓	FASH-1035

Note: additional electives will be added as the program grows.

LOOKING FOR PROFESSIONAL DEVELOPMENT?

EXPERIENCE THE DIFFERENCE A DAY CAN MAKE!
REGISTER FOR AN IN A DAY WORKSHOP.
VIEW WORKSHOPS ONLINE AT:
WWW.FANSHAWEC.CA/INADAY

BRA MAKING – BASIC BRA (FASH-9009)



You will make a trial bra from the class kit; then have it professionally fitted for your unique body. With the final pattern you can continue to make perfect bras. Kit includes pattern and fabric for one bra. You will need to bring your sewing machine with zigzag capabilities and a lunch.

Fee: \$126.99 + \$50 MF + HST

01LC Sat&Sun Sep24-Sep25 9am-4pm (C) ●

BRA MAKING – BEAUTIFUL LACE BRAS (FASH-9015)



Pre-requisite(s): FASH-9009 or equivalent

Redesign your Basic Bra pattern to create gorgeous lace bras. You will learn several different techniques for creating bras using both stable and stretch lace fabrics and complete one gorgeous bra. Bring a portable sewing machine with zigzag stitch and call 519-452-4441 for materials that you will bring to class.

Fee: \$86.50 + MF + HST

01LC Tue&Thu Oct4-Oct6 6:30-9:30pm (C) ●

BRA MAKING – FOAM CUP BRA (FASH-9016)



Pre-requisite(s): FASH-9009 or equivalent

Make a seamless cup bra to wear under knits using the basic bra techniques with a few easy modifications. Kit provided includes pattern, fabric and foam cups for one bra. Bring your sewing machine with zigzag capabilities.

Fee: \$86.50 + \$50 MF + HST

01LC Tue Nov15-Nov22 6:30-9:30pm (C) ●

KNITWEAR (FASH-1032)

Sewing with knits is a great experience as these fabrics lend themselves to producing such professional looking garments from a basic T-shirt to bathing suits, skating, dance and gymnastic apparel. Fabric selection, stabilizing seams, hems/edges and construction methods included. Students to provide own materials and supplies. Students require own portable zigzag sewing machine. A serger would be an asset.

Fee: \$100.30 + MF

01LC Tue Oct18-Nov8 6:30-9:30pm (C) ●

PATTERN ALTERATIONS (FASH-1035)

Focus on pattern adjustments to give a more personalized fit to dresses, blouses and skirts. These alterations will enable you to solve fitting issues in sewing garments from commercial patterns. Construct a fitted basic muslin shell. Students are responsible for materials and supplies.

Fee: \$100.30 + MF

01LC Tue Sep13-Oct11 6:30-9:30pm (C) ●

DO YOU KNOW OUR REFUND POLICY?
TO LEARN MORE TURN TO PAGE 4

SPECIALTY FABRICS (FASH-1033)



Develop the knowledge on how to select and work with different textiles for garment construction. Learn textile history, origins as well as the process of various fabrics.

Fee: \$100.30 + MF

01LC Thu Sep29-Oct27 6:30-9:30pm (C) ●

Fitness & Sport

LEARN TO CURL (RECN-9010)

For beginners as well as those who have curled before. Includes: orientation to the sport, curling techniques, and actual game play. Wear warm sweater, loose slacks and appropriate footwear.

Location: Ilderton Curling Club

Fee: \$100 + HST

01LC Sun Nov6-Dec11 9-11am (C) ▲

ZUMBA (EXER-9070)



Latin rhythms and Latin/International motivational music will inspire you to follow these fun and easy dance steps to help sculpt your body using a blend of cardio and muscle toning moves.

Fee: \$85.80 + HST

01LC Thu Oct6-Nov24 6:30-7:30pm (C) ▲

Floral

HAND-TIED BRIDAL BOUQUET (HORT-9080)



Teaches the basic fundamentals of constructing a hand-tied bridal bouquet.

Fee: \$51 + \$50 MF + HST

60LC Tue Sep6 7-10pm (C) ●

BODY FLOWERS (HORT-9080)



Learn the traditional art of wire and taping to make corsages and boutonnières. Also, will touch on the latest gluing techniques.

Fee: \$51 + \$35 MF + HST

61LC Tue Oct18 7-10pm (C) ●

CHRISTMAS (HORT-9080)



Learn how to create your own Christmas Floral Centrepiece! Using winter foliage, baubles, and more, enjoy this long lasting arrangement for your holiday celebrations.

Fee: \$51 + \$40 MF + HST

62LC Tue Dec6 7-10pm (C) ●

Home & Garden

FROM CHAOS TO CALM (CRAF-9146)



Living in chaos and constantly looking for things, moving things to eat dinner and clearing a path to get to something, is not a comfortable way to enjoy life. This course will help you understand your clutter personality, why we keep things and why we have difficulty parting with items. We will teach you ways to get organized in your home.

Fee: \$149 + HST

60LC Sat Oct22 9am-4pm (C) ●

HOME STAGING (DESG-1069)

For individuals looking at starting a new business as well as for those who are interested in staging their own homes. Students will be provided with an overview of the "Home Staging Business" including setting up a business (contracts, marketing, funding, staffing, researching potential clients, renovators, etc.); home staging principles; consulting with the seller; putting their design skills to the test with some actual staging examples; marketing the home to sell, while staying within the clients' budget and curb appeal. Learn what's required to work with realtors, agents and renovators (sourcing, contracts, permits, etc.).

Fee: \$295 + MF + HST

01LC Thu Sep22-Dec8 7-10pm (C) ✱

KITCHEN DESIGN (DESG-9066)



Think like a kitchen designer. Design your own kitchen. Learn to measure space, "see" beyond existing space, and draw a basic floor plan. Discuss qualities, finishes and elevations of kitchen components. Instructor: Bob Linton

Fee: \$176.99 + MF + HST

01LC Wed Oct5-Nov2 7-10pm (C) ▲

RENO 101 FOR THE HOME OWNER (CARP-9002)



Are you considering a small renovation project, building a shed, a garage, or finishing the basement? Not sure where to start, or what is involved? Topics will include permits, professional consultants required, excavation requirements, drainage, materials, insulation, vapour barrier, drywall, and tools and techniques to complete the job. Instructor affiliated with the Home Builder's Association.

Fee: \$176.50 + HST

01LC Tue Oct4-Oct25 7-10pm (C) ●

RESIDENTIAL INTERIORS LEVEL I (DESG-9032)

Learn about creative interior design for the home while discussing color theory, furniture arrangements, fabrics, the co-ordination of the design and planning.

Fee: \$156.10 + \$20 MF

20LC Mon Oct3-Dec5 6:30-9:30pm (BL) ▲

RESIDENTIAL INTERIORS LEVEL II
(DESG-9033)



You will expand on Level I as you learn how to put all the elements of your room together effectively. Explore how to use lighting, plants, arrangements, art and other accessories. Field trips and trading spaces assignment included.

Fee: \$134.50 + MF

20LC Thu Oct6-Nov24 6:30-9pm ▲

SOLAR & WIND POWER FOR THE HOME OWNER (DESG-9070)



Whether it's high electricity bills or concern about Ontario's coal and nuclear plants, it's time to make your own clean green renewable energy from the sun and wind. With the Ontario Government's "Green Energy Act" you'll be paid the highest rate in North America for the electricity you produce with your solar panels, so there's never been a better time to invest. This workshop takes a critical look at the various technologies available and guides you through producing energy and reducing your carbon footprint on the planet.

Fee: \$100 + HST

60LC Sat Nov12 9am-12pm (C) ●

THE PEAK OIL SURVIVAL WORKSHOP
(DESG-9092)



You need a strategy to make yourself and family more resilient to the shocks we're all about to experience. This is the "How to pay down your debt, start a vegetable garden, put up some solar panels and make yourself self-sufficient" workshop and will give you a framework to make yourself more energy, food and financially independent. It is recommended you take Solar & Wind in the morning.

Fee: \$100 + HST

60LC Sat Nov12 1-4pm (C) ●

SUSTAINABLE SOLUTIONS (DESG-9081)



This is a non-technical workshop that you do not need a background in electricity to attend. *Note: This course is a combination of DESG-9070 & DESG-9092.*

Fee: \$135 + HST

60LC Sat Nov12 9am-4pm (C) ●

**SUMMER CAMP
FOR BIG KIDS, ON A
WHOLE NEW LEVEL**

DON'T MISS OUR ADULT
SUMMER SCHOOL OF THE ARTS,
RETURNING JUNE 2012.

Languages

DUTCH BASICS (DUTC-9003)

For beginner students who want to gain a basic knowledge of the Dutch language. The main goal is vocabulary building, basic phonetics and understanding the language.

Fee: \$219 + \$5 MF + HST

01LC Thu Sep29-Nov17 6-9pm (C) ▲

ITALIAN THE BASICS (ITAL-9001)

Intended for those with little or no previous knowledge of the language. The emphasis of the course is on speaking the language and developing listening comprehension.

Fee: \$219 + \$5 MF + HST

01LC Thu Sep29-Nov17 6-9pm (C) ▲

JAPANESE – CONVERSATIONAL (JAPN-9001)

Intended for those with little or no previous knowledge of the language. The emphasis of the course is on speaking the language, improving Japanese pronunciation and developing listening comprehension.

Fee: \$219 + \$5 MF + HST

01LC Tue Sep27-Nov15 6-9pm (C) ▲

SPANISH: THE BASICS (SPAN-9008)

This course is intended for beginner students who want to gain basic knowledge of the Spanish language.

Fee: \$219 + \$5 MF + HST

01LC Tue Sep27-Nov15 7-10pm (C) ▲

Music/Performance/Dance

DANCE – MODERN SOCIAL (DANC-9105)

Learn to foxtrot, waltz, 2-step as well as develop some expertise in swing & jive and polka. *Partner required.*

Fee: \$70.80 + HST per person

01LC Fri Sep30-Nov11 7:45-8:45pm (C) ▲

DANCE – SOCIAL & LATIN FOR BEGINNERS
(DANC-9104)

Enjoy yourself while learning to foxtrot, waltz, tango, and swing. Gain confidence in a relaxed atmosphere. *Partner required.*

Fee: \$70.80 + HST per person

01LC Fri Sep30-Nov11 6:45-7:45pm (C) ▲

DANCE COMPOSITION – INTRO (DANC-9139)



This course is designed to guide participants through creating a dance piece following the principles of design for dance and Rudolph Laban's elements of dance. The focus will be on creative dance composition. This course is geared towards participants with some basic dance/movement training and for teachers who are looking for

an introduction to creative dance composition.

Instructor: Richelle Hirclehey

Fee: \$150 + HST

01GC Sun Sep11-Oct23 1-3pm (C) ●

MELBOURNE DANCE CLUB

The Melbourne Dance Club offers a wide variety of dance classes for your enjoyment including:

- **Tap** (Tiny Tappers, Jr, Int & Sr)
- **Hip Hop** (Jr, Sr & Boys)
- **Lyrical** (Sr)
- **Junior Dance** (Readiness 1 & 2)
- **Gymnastics** (Int)
- **Jazz Classics** (Int)
- **Adult Fitness Classes**

Registration: Melbourne Town Hall on August 24 & September 7, from 7-9pm, and Melbourne Fair on August 12-14. For ages 4 to adult. For more information contact 519-289-9000 or 519-452-4441.

Classes begin: week of September 19, 2011

Recital: May 5, 2012

**Fee: \$130 for 24 weeks,
(Senior Classes: \$180)**

SINGING (MUSC-9047)



Whether you love singing and wish to advance your craft or have always wanted to sing and are looking for a place to start, this class will support you. You will learn a foundational practice to explore the best of your voice and sing songs you choose to expand your interpretive skills. In a playful and inclusive atmosphere, you can develop your natural abilities and transform limitations. Bring printed music of your choice for repertoire, tissues and water.

Instructor: Jocelyn Rasmussen MMus

Fee: \$150 + HST

60GC Sun Oct2 10am-5pm (C) ●

NCCP Coaching – Competition Introduction

Part A and Part B are not consecutive; either can be taken with no previous coaching training.

NCCP COACHING INTRO TO COMPETITION PART A
(RECN-2010)

Would you like to be able to coach sports? Train athletes or gymnasts? This course will provide you with knowledge regarding ethical decisions, planning a practice and nutritional advice.

Fee: \$96.70 + \$40MF

01LC Fri/Sat Sep9-Sep10 (C) ●

Times: Fri 6-10pm; Sat 8:30am-6pm

NCCP COACHING INTRO TO COMPETITION PART B (RECN-3013)

Acquire more skills and understanding to coach and train. Includes designing a basic sport program; teaching/learning and basic mental preparation.

Fee: \$96.70 + \$40 MF

01LC Fri/Sat Oct14-Oct15 (C) ●

Times: Fri 6-10pm; Sat 8:30am-6pm

Personal Finance

INVESTMENT MARKET TIMING (FINA-9006)

Most investment advisors will tell you that timing the market is impossible to do. This course examines six different methodologies used by some of history's most successful traders. Learn how they did it, and how to incorporate their methods into your own personal strategies so that the probabilities for investment success stay in your favour.

Fee: \$187 + HST

01LC Tue Oct18-Nov22 7-10pm (C) ▲

Photography

HOW TO MAKE (NOT TAKE) BETTER PICTURES (PHOT-9051)

Learning how to MAKE (not take) Better Pictures is the philosophy behind this course. Producing a good photograph requires the photographer to make a series of choices and decisions as to how to create an image that is at least close to what they envision.

Equipment Required: A DSLR (digital single lens reflex) camera that has interchangeable lenses or a "Hybrid" digital camera that looks like a DSLR but has the lens (with a significant Optical Zoom, 10x or more, built into the camera. These cameras should have a (M) setting. Students that have "Point & Shoot" cameras should be aware that some assignments from this course are extremely difficult to execute successfully with that style of camera and that they should consider an alternative course. Students should also bring a manual for their camera and a tripod is also recommended. Instructor and student will go "on assignment" whenever possible with assignment review as part of the next class.

Fee: \$195 + MF + HST

01LC Tue Sep20-Nov8 6-8pm (C) ▲

BEYOND THE BASICS (PHOT-9052)

This course is for those who want to move beyond the basic functions of a digital camera. The student will learn which camera components and features affect image quality, how to create technically excellent images from a digital camera and how to prepare image files to obtain high quality output either on screen or in print. Various image software products, storage systems and methods for managing photo libraries will be discussed. We will then look

at different types of light and how they affect a photographic image.

Fee: \$126.50 + HST

01LC Wed Oct19-Nov16 7-9pm (C) ●

CREATIVE PHOTOGRAPHY (PHOT-9035)

Study primary structures of photographic composition (leading lines, contrast, rule of thirds and horizons) and recognize and use these to improve your overall photographic skills.

Fee: \$126.50 + HST

01LC Mon Nov14-Nov21 6:30-9:30pm (C) ●

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DIGITAL PHOTOGRAPHY (PHOT-9034)

You will examine a digital SLR camera – design and composition, storage media, operations, files and file types, lenses, electronic flash, filters and macros. Bring camera and manual.

Fee: \$266.50 + MF + HST

01LC Wed Sep28-Nov30 6:30-9:30pm (C) ✱

PERFECTING TRAVEL PHOTOGRAPHY (PHOT-9044)

NEW!

Bring proper equipment for a successful photo shoot. Discover the creative modes on the camera and learn where and when to use them. On location, understand lighting, composition and control of depth. Finally perfect your image with hands-on adjustment in Photoshop – learn what you need to know rather than covering the entire suite. Bring your SLR camera and manual.

Fee: \$126.50 + HST

01LC Wed Sep14-Sep28 6:30-9:30pm (C) ●

GERALD FAGAN SINGERS (MUSC-9013)



This course studies advanced chamber choir repertoire. Occasionally, touring is an integral part of the course including international ventures. Each student is required to take an active hands-on approach to membership and volunteer for non-singing rehearsal and concert activities. Rehearsals held Wednesdays.

Note: An audition is required for entry into this course. The audition consists of an assessment of musical literacy and compatibility of intense study. These volunteer activities include stage, crew, public relations, reception, fund raising, and so on. Each chorister is also required to sell tickets for each performance.

Fee: \$529.36

2011-2012 Performances:

- Sep11/11 The Armed Man – A Mass for Peace – Jenkins
- Nov27/11 A Canadian Christmas
- Dec11/11 Messiah – Handel
- Mar4/12 The Spanish Main
- Apr6/12 Requiem – Faure
- Jun10/12 Requiem – Saint Saens
Strawberries & Champagne in the Country

FANSHAWE CHORUS LONDON (MUSC-9014)



This course is the study, by rehearsal and performance of the great symphonic choral/orchestra literature of the world. Each work is analyzed with attention to all musical concepts – diction, breathing, voice production, language and interpretation. Choral music of all periods is studied and includes in each school year a minimum of four concerts with symphony orchestra. Collaborative concerts with other arts organizations are sought and encouraged. Rehearsals held Mondays.

Note: An audition is required for entry into this course. The audition consists of sight-reading, singing and a musical literacy test. In addition, each student will be required to volunteer with Fanshawe Chorus London under a variety of activities. These volunteer activities include stage crew, public relations, reception, fund raising, and so on. Each chorister is also required to sell tickets for each performance.

Fee: \$532.84

2011-2012 Performances:

- Sep11/11 The Armed Man – A Mass for Peace – Jenkins
- Nov5/11 Great Hymns & Anthems
- Nov25/11 A London Christmas
- Dec10/11 Messiah – Handel
- Apr6/12 Requiem – Faure
Requiem – Saint Saens

For further information or auditions:

Tel: 519-433-9650 • Email: info@choruslondon.com • Web: www.choruslondon.com
Bursaries and scholarships may be available.



Business

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"The Instructor had a fantastic style, easy to understand, knowledgeable, excellent pacing!"

"Great session, great examples to draw from and apply back on the job."

*"It's hands on learning ... very one to one ... it's terrific."
(General Dynamics Land Systems-Canada employees)*



PROGRAMS & COURSES

my eLab @ Fanshawe College

my eLab

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Accomplish your educational goals!

By enrolling in My eLab, you have access to an adult-friendly learning environment where you can pursue your courses on campus in a classroom setting. Benefits include: a dedicated lab reserved for eLab students, flexible hours, access to college software and resources. Best of all, you get the one-on-one support of a Learning Coach who is an experienced adult-education professional who will provide support with technical issues, assistance related to course content, and information about college services. Your coach is committed to your positive learning experience at Fanshawe, and helping you meet your academic goals.

Lab hours: Mon-Thu 11am-7pm (effective Sep12 to Dec22).

Coach available: Mon-Thu 1-5pm. Check out the website: www.fanshawec.ca/elab.

Dates and times subject to change. No classes Oct10 (Thanksgiving).

ACCOUNTING

Accounting Certificate



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

COMPULSORY COURSES:

- Cost Accounting I ✓ ACCT-3022
- Ethical Issues in Business ✓ MGMT-3021
- Excel Spreadsheets ✓ COMP-1362

- Organizational Business Communication ✓ COMM-6002
- Principles of Accounting I ✓ ACCT-1004
- Principles of Accounting II ✓ ACCT-1011

SELECT 1 OF THE FOLLOWING:

- Business Law ✓ LAWS-1013
- Introduction to Business Processes ✓ BUSI-1005

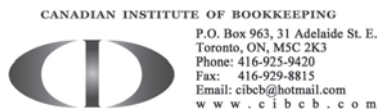
SELECT 1 OF THE FOLLOWING:

- ACCPAC ✓ ACCT-3005
- Applied QuickBooks ✓ ACCT-1077
- Applied Simply Accounting for Windows ACCT-1072

ELECTIVE COURSES (Select 2):

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

Bookkeeping Certificate



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

COMPULSORY COURSES:

- Business Taxation ✓ FINA-3035
- Cost Accounting I ✓ ACCT-3022
- Payroll Administration ✓ ACCT-1060¹
- Personal Taxation ✓ FINA-3008
- Principles of Accounting I ✓ ACCT-1004
- Principles of Accounting II ✓ ACCT-1011

¹Note: ACCT-1060 is not equivalent to any CPA courses.

SELECT 1 OF THE FOLLOWING:

- ACCPAC ✓ ACCT-3005
- Applied QuickBooks ✓ ACCT-1077
- Applied Simply Accounting for Windows ACCT-1072

ELECTIVE COURSES (Select 3):

- Business Math ✓ MATH-1052

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

The Bookkeeping Certificate program can be completed in an Accelerated format. Please see each specific course for scheduling information (10LC).

Certified General Accountant (CGA) Transfer Credit



The following courses have been approved as CGA course equivalents. Students must obtain a minimum B average to receive an exemption in any course. Call CGA for more information about credit or certification 1-800-668-1454 or visit www.cga-canada.org.

LEVEL 1:

- Business Law (LW1) ✓ LAWS-1013
- Economics I (EM1) ✓ ECON-1002
- Economics II (EM1) ✓ ECON-1005
- Principles of Accounting I (FA1) ✓ ACCT-1004
- Principles of Accounting II (FA1) ✓ ACCT-1011

LEVEL 2:

- Accounting I – Intermediate (FA2) ✓ ACCT-3036
- Contemporary Principles of Communications (CM1) COMM-1035
- Management Accounting (MA1) ✓ ACCT-1020
- Organizational Business Communications (CM1) ✓ COMM-6002
- Quantitative Methods (QU1) ✓ MATH-1059

LEVEL 3:

- Accounting II – Intermediate (FA3) ✓ ACCT-3037
- Business Finance (FN1) ✓ FINA-1007
- Business Information Systems (MS1) ✓ SYST-3002
- Business Microcomputer Applications (MS1) ✓ COMP-1090

LEVEL 4:

- Business Taxation (TX1) ✓ FINA-3035
- Personal Taxation (TX1) ✓ FINA-3008
- Taxation Advanced (TX1) ✓ FINA-5006

All related courses are listed in alphabetical order following the program descriptions.

The Canadian Payroll Association



Certified Payroll Management Program (CPMP) offers two areas of study, the Payroll Compliance Practitioner (PCP) and Certified Payroll Management (CPM) and Certification for individuals interested in beginning a career in payroll or enhancing their current payroll knowledge. These professional certifications can help them succeed in today's competitive business environment.

Payroll Compliance Practitioner (PCP)

The 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.

COURSES:

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

Certified Payroll Management (CPM)

The Certified Payroll Manager (CPM) certification builds on the PCP compliance knowledge by developing your payroll management skills. The CPM certification will provide you with the knowledge to make decisions; supervise and manage; and contribute a payroll perspective to organizational policy and strategy discussions.

COURSES:

Compensation & Benefits ✓	MGMT-1031
Management Accounting ✓	ACCT-1020
Organizational Behaviour ✓	MGMT-6021
Payroll Management Practices	ACCT-3038
Payroll Management Processes	ACCT-5009

Note: The CPA will not be offering the CPM courses Payroll Management Processes & Payroll Management Practices during the Fall semester, as the curriculum, testing and evaluation instruments are currently being reviewed.

BUSINESS, MANAGEMENT & ADMINISTRATION

Association of Condominium Managers of Ontario (ACMO)



Fanshawe College Continuing Education in cooperation with the Association of Condominium Managers of Ontario is pleased to offer an educational part-time program for those working towards their Registered Condominium Manager designation (RCM). You will learn how to effectively deal with people, buildings and develop skills in record keeping. Theory and examples of day-to-day problems and practices are blended so that you can apply what you have learned. Our instructors are skilled in adult education, come from the field and have hands on experience in managing condominiums. *For more information on the RCM designation, please visit www.acmo.org.*

COURSES:

Condominium Administration & Human Relations	NEW
Condominium Law ✓	LAWS-1051
Financial Planning for Condominium Managers	NEW
Physical Building Management	NEW

Business Administration Certificate

Graduates of the **General Business Certificate** are able to further specialize in a number of areas for greater knowledge and employability. *Note: Students may graduate with only one Major.*

BUSINESS COMMUNICATIONS MAJOR:

Ethical Issues in Business ✓	MGMT-3021
Internet Research/Web Design	COMP-6020
Introduction to PR & Corporate Communication ✓	PBRL-6011
Oral Communications/Presentations	WRIT-6004

FINANCE MAJOR:

Business Finance ✓	FINA-1007
Business Information Systems ✓	SYST-3002
Business Taxation ✓	FINA-3035
Cost Accounting I ✓	ACCT-3022
Personal Taxation ✓	FINA-3008

HUMAN RESOURCES MAJOR:

Compensation & Benefits ✓	MGMT-1031
Labour & Employment Law ✓	LAWS-1015
Labour Relations ✓	MGMT-1018
Recruitment & Selection ✓	MGMT-1028

MARKETING MAJOR:

Advertising & Promotion	MKTG-1001
Introduction to PR & Corporate Communication ✓	PBRL-6011
Marketing Research Methods I	MKTG-3009
Marketing Research Methods II ✓	MKTG-3010

PROJECT MANAGEMENT MAJOR:

Organizing the Project Team ✓	MGMT-1008
Project Cost & Procurement ✓	MGMT-1009
Project Management ✓	MGMT-6020
Project Risk Management	MGMT-6005

General Business Certificate

Expand your business knowledge and prepare for positions of greater responsibility. Study specialized areas of business not previously encountered and 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:

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

All related courses are listed in alphabetical order following the program descriptions.

Health Care Office Assistant Certificate



Please see Health Care Professionals section for program & course descriptions.

Health Services Management & 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:

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

ELECTIVE COURSES (Select 2):

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

Industrial Management (Supervisory Skills for Managers) Certificate



You 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:

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

ELECTIVE COURSES (Select 2):

Labour Relations ✓	MGMT-1018
Managing in the Age of Change ✓	MGMT-6023
Organizational Business Communication ✓	COMM-6002
Project Management ✓	MGMT-6020
Quality Assurance Programs & Techniques ✓	MGMT-3017
Skills for Managing People	MGMT-3049
Training & Development ✓	MGMT-1014

Management Skills for IT Professionals



Focus on necessary management skills for information technology personnel. It enables the IT professional to gain management skills for either career transition or promotion. Each course will enrich the student both professionally and academically by giving them needed tools for supervision, leadership, quality control, project management and human resources management.

COMPULSORY COURSES:

Leadership in Organizations	MGMT-3010
Organizational Business Communication ✓	COMM-6002
Principles of HR Management ✓	MGMT-1006
Project Management ✓	MGMT-6020

ELECTIVE COURSES (Select 3):

Business Information Systems ✓	SYST-3002
Finance & Accounting for Non-Accountants ✓	FINA-1018
Organizational Behaviour ✓	MGMT-6021
Professional Writing I	WRIT-6002
Project Cost & Procurement ✓	MGMT-1009
Quality Assurance Programs & Techniques ✓	MGMT-3017

Ontario Management Development Certificate



Please Note: OMDP has been phased out. The Leadership Development Series Certificate program is in development and will be introduced once it's met college approval. Please contact the programming area for academic advisement.

Project Management Certificate



Project Management is the cornerstone of any organization. With time and money in short demand, project management skills are key for any management position. Learn to balance scope, time and cost with other project requirements (quality, risk, customer satisfaction). R.E.P. Provider ID: 2143

COMPULSORY COURSES:

Organizing the Project Team ✓	MGMT-1008
Project Cost & Procurement ✓	MGMT-1009
Project Management ✓	MGMT-6020
Project Risk Management	MGMT-6005

ELECTIVE COURSES (Select 2):

Art of Negotiation	MGMT-6006
Organizational Behaviour ✓	MGMT-6021
Organizational Business Communication ✓	COMM-6002
Principles of HR Management ✓	MGMT-1006
Project Management Applications OR	MGMT-1136
Project Management & Scheduling Software ✓	COMP-1411
Quality Assurance Programs & Techniques ✓	MGMT-3017

FINANCIAL SERVICES, INSURANCE & LAW

Certified Credit Professional (CCP) Transfer Credits

The CCP curriculum provides credit professionals with the management skills and confidence to assume a leadership role in their organizations. Prior to graduation, students must obtain five years of practical experience in a credit position. CCPs are bound by a code of ethics and participation in on-going professional development. Two of the courses are in-depth credit management courses and must be taken through the Credit Institute of Canada (CIC).

All related courses are listed in alphabetical order following the program descriptions.

The remaining courses include accounting, economics, communications, law, finance and management information systems. Equivalent core courses completed through Fanshawe College are eligible for transfer credits in both the CCP and CGA programs. For more information, contact the CIC at: 1-888-447-3324; by email at geninfo@creditedu.org, or visit our website at: www.creditedu.org.

TRANSFER CREDITS ACCEPTED FROM FANSHAWE COLLEGE INTO THE CERTIFIED CREDIT PROFESSIONAL (CCP) PROGRAM:

AREA OF STUDY	FANSHAWE COLLEGE (London Campus)
Financial Accounting Fundamentals	Principles of Accounting I (ACCT-1004) & Principles of Accounting II (ACCT-1011) OR ACCT-1046 & ACCT-1047 & ACCT-1048
Micro & Macro Economics	Economics I (ECON-1002) & Economics II (ECON-1005)
Business Communications	Effective Writing & Business Communications (COMM-1023, COMM-6002, COMM-5004, COMM-3013)
Corporate Finance Fundamentals	Business Finance (FINA-1007)
Managing Information Systems	Business Microcomputer Applications (COMP-1090) & Business Information Systems (SYST-3002)
Business Law	Business Law (LAWS-1013)

Financial Investments

Courses under this area are involved in the financial investment sector. Students in these courses are working towards a specific designation through the Canadian Securities Institute or the Institute of Canadian Bankers.

COMPULSORY COURSES:

- Canadian Investment ✓ FINA-3027
- Investment Funds in Canada ✓ FINA-1035

NOT SURE HOW TO ACCESS YOUR ONLINE COURSE?
SEE PAGE 6 FOR LOGIN DETAILS

Insurance Broker (IBAO)



The Basic Broker registration course is unique to Ontario and is co-sponsored by the Insurance Brokers Association of Ontario. Exam fee of \$150 payable to IBAO. For more information regarding this designation, please visit www.ibao.org.

COURSE:
Insurance General Basic Broker ✓ INSR-9001

Law Clerks Program (ILCO)



Delivered in partnership with the Institute of Law Clerks of Ontario, this program is two years in length with exams written at the end of each of the

four parts (Real Estate, Estates, Litigation, and Corporate). It is strongly recommended that students have a minimum of three years experience in a legal environment. Exam fee of \$100 is payable to the Institute of Law Clerks of Ontario. For further information about this program, please visit www.ilco.on.ca.

COURSES:
Corporate LAWS-9012
Estates LAWS-2001
Litigation ✓ LAWS-9011
Real Estate ✓ LAWS-9008

Mortgage Agent

In partnership with Seneca College, this program provides those wishing to become licensed Mortgage Agents in Ontario an understanding of the mortgage brokerage industry and an ability to perform Agent's role in the mortgage application process. This 45-hour subject covers all the Mortgage Agent Qualifying Standards (MAQs) identified by the regulator, the Financial Services Commission of Ontario (FSCO). The subject also covers the legislation which governs the industry; the

role of the Agent in consumer protection; and ethical decision-making. The subject has been accredited by FSCO as meeting the educational requirements for licensing as a Mortgage Agent.

COURSE:
Mortgage Agent Program ✓ BUSI-1089

Security Professionals Basic Training

This course was developed in response to the demand for better-trained, highly skilled, and more versatile recruits. Subjects covered include: how to use force theory, crisis management, the relationship between security and the law, how to deal with the public and police, and a number of other related topics. Upon completion and passing of the program, students will be prepared to writing the up professional with skills that enable individuals to perform the duties and responsibilities, professionally and safely.

COURSE:
Security Professionals ✓ SFTY-1035

Note: Please call 519-452-4443 for more details.

HUMAN RESOURCES

Certified Human Resource Professional (CHRP) Prep Courses

For those preparing for CHRP exams these courses will focus on critical skills and required professional capabilities you need to study in order to pass the exams. Register early as space is limited. *Note: First sitting of the national exam is scheduled for October 1, 2011.*

NATIONAL KNOWLEDGE EXAM (NKE)
(MGMT-9080) 

This online course focuses on critical skills and the required professional capabilities (RPC's) you need to study in order to pass the NKE exam. This self study online course will allow you to have access to a virtual library of over 300 questions as well as an

All related courses are listed in alphabetical order following the program descriptions.

opportunity to contact an HR subject-matter expert.
Note: The cost of the required materials is included in the course fee and will be couriered to the student prior to the start of the course.

Fee: \$595 + HST (includes \$229 non-refundable MF)
 (Offered in Winter 2012)

Corporate Learning & Development



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 or call 1-866-257-4275.

COMPULSORY COURSES:

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

ELECTIVE COURSES (Select 2):

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

Human Resources Management Certificate



This program satisfies the core components of Human Resources Management for those who want to expand or update their skills or enter into a variety of careers managing people and organizations. **Note:** (CHRP) designation is granted by the Human Resource Professional Association of Ontario (HRPAO). Visit www.hrpa.ca or call 1-800-387-1311 for the academic requirements.

COMPULSORY COURSES:

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

ELECTIVE COURSES (Select 3):

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

*Represents CHRP approved competencies.

Occupational Health & Safety Certificate



Incorporating theory and practical awareness, as well as knowledge and application of the related aspects of Occupational Health & Safety, you will be able to apply the must-know information that is a priority in today's workplaces. Subjects covered will provide you with a clear interpretation and discussion of the OHSA, and a review of related legislation and other company's policies & procedures. **Note:** Some courses have been recognized by the Board of Canadian Registered Safety Professionals (BCRSP) and students who have successfully completed the

program may be eligible to qualify for the CRSP professional designation. Visit www.bcrsp.ca for more information.

COMPULSORY COURSES:

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

ELECTIVE COURSES (Select 3):

Contemporary Issues in Human Relations ✓	MGMT-3023
Disability Management ✓	SFTY-3005
Emergency Management – EMR ✓	EMGT-5001
Ergonomics	SFTY-1018
Occupational Health & Safety ✓	HLTH-1015
Occupational Hygiene	SFTY-3002
Organizational Behaviour ✓	MGMT-6021
Training & Development ✓	MGMT-1014

MARKETING & COMMUNICATIONS

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 or call 1-888-267-2772.

COURSE:

Professional Selling	BUSI-1065
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ADDITIONAL SALES COURSES AVAILABLE (NON CPSA):

Selling Solutions ✓	MKTG-9020
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ARE YOU ARTSY?

HONE YOUR SKILLS NEXT SUMMER 2012 WITH OUR SECOND ADULT SUMMER SCHOOL OF THE ARTS.

All related courses are listed in alphabetical order following the program descriptions.

Corporate Communications Certificate

Fine tune and modernize your communication skills necessary for the Information Age. This program is designed in response to the demand of students working in the industry and unable to attend classes during the day but who wish to take courses related to the School of Language and Liberal Studies full-time program. Successful completion of one or more of these courses can be applied towards credit in the full-time Ontario College Graduate Certificate day program. Contact 519-452-4442 for more information.

COMPULSORY COURSES:

Adobe InDesign I OR	CORP-6007
Desktop Publishing ✓	COMP-6022
Ethical Issues in Business ✓	MGMT-3021
Facilitation Skills	SKLS-6001
Internet Research/Web Design	COMP-6020
Introduction to PR & Corporate Communication ✓	PBRL-6011
Applied MS Office Skills OR	COMP-6021
MS Office ✓	COMP-1374
Oral Communications/Presentations	WRIT-6004
Organizational Business Communication ✓	COMM-6002
Trends & Technologies in PR ✓	CORP-6006

Event Management (Planning) Certificate

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

COMPULSORY COURSES:

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

ELECTIVE COURSES (Select 3):

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

Fundraising Certificate

Preparing you for careers in various areas of Fund Development including: Fundraising, Fund Development, Volunteer Management, Donor Relations, and Planned Giving.

COMPULSORY COURSES:

Components of a Major Giving Program	FNDR-3005
Fund Development Writing ✓	FNDR-6006
Integrated Fund Development	FNDR-3003
Introduction to Philanthropy	FNDR-6005
Strategic & Financial Planning for Fund Development	FNDR-3004
Volunteer Management in Fund Development	FNDR-3002

ELECTIVE COURSES (Select 2):

Capital Campaigns	FNDR-6008
Database Management	MKTG-3027
Introduction to PR & Corporate Communication ✓	PBRL-6011

Marketing Certificate

Designed for entrepreneurs or anyone with interests in advertising, sales, e-commerce or research, this program will teach you how to make sound marketing decisions. Selected courses have been approved as course equivalents to the Canadian Institute of Marketing (CIM) program. For more information contact CIM at 905 877-5369 or visit www.cinstmarketing.ca.

COMPULSORY COURSES:

Marketing Research Methods I	MKTG-3009
Marketing Research Methods II ✓	MKTG-3010
Organizational Business Communication ✓	COMM-6002
Principles of Marketing I ✓	MKTG-1012
Strategic Marketing Management	MKTG-1017

ELECTIVE COURSES (Select 4):

Advertising & Promotion	MKTG-1001
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Customer Relationship Management	MGMT-1153
Database Management	MKTG-3027
Excel Spreadsheets ✓	COMP-1362
Introduction to PR & Corporate Communication ✓	PBRL-6011
Selling Fundamentals	MKTG-3007
Social Marketing & Community Investment ✓	MKTG-1040

Public Relations Certificate

Focus on the use of strategic business communications to improve relationships with internal and external publics. Successful completion of one or more of these courses can be applied towards credit in Fanshawe College's full-time Post-Graduate program. For more information call 519-452-4442.

COMPULSORY COURSES:

Ethical Issues in Business ✓	MGMT-3021
Internet Research/Web Design	COMP-6020
Introduction to PR & Corporate Communication ✓	PBRL-6011
Organizational Business Communication ✓	COMM-6002
Specializations in Public Relations ✓	PBRL-6013
Strategic Planning & Crisis Management	PBRL-6012
Writing for PR & Media Relations ✓	PBRL-6007

SELECT 1 OF THE FOLLOWING:

Applied Organizational Communications & Psychology OR	PSYC-1028
Facilitation Skills	SKLS-6001

Sports Marketing Certificate

Sports Marketing will focus on all aspects of sports, including but not limited to teams, athletes, associations, fundraising, events and sport facilities.

COMPULSORY COURSES:

Advertising & Promotions	MKTG-1001
Business Math ✓	MATH-1052
Introduction to PR & Corporate Communication ✓	PBRL-6011



All related courses are listed in alphabetical order following the program descriptions.

Sports Marketing ✓ MKTG-1050
Strategic Planning & Crisis Management PBRL-6012

ELECTIVE COURSES (Select 3):

Ethical Issues in Business ✓ MGMT-3021
Events Planning, Service & Scheduling PLAN-1019
Oral Communications/ Presentations WRIT-6004
Sponsorship – Corporate Partners MGMT-1201
Volunteer Management in Fund Development FNDR-3002

Technical Writing Fundamentals Certificate



This program has been designed to assist individuals in becoming effective technical writers. Skills are practiced with emphasis on professional writing, software applications, and facilitation skills for problem solving.

COMPULSORY COURSES:

Professional Writing I WRIT-6002
Professional Writing II ✓ WRIT-6003

ELECTIVE COURSES (Select 5):

Adobe InDesign I OR CORP-6007
Desktop Publishing ✓ COMP-6022
(FOL) Help Package Software COMP-6024
Oral Communications/ Presentations WRIT-6004
Professional Context WRIT-6005
Research & Interviewing ✓ EDUC-6027
Small Business Management ✓ MGMT-1021
Software Applications for Technical Communicators COMP-6025
Web-based Publishing COMP-6023

OPERATIONS MANAGEMENT

APICS Certification in Inventory & Product Management (CPIM)



Certification in Production and Inventory Management (CPIM) is the Association for Operations Management's internationally recognized program, setting standards of competence in business and manufacturing. Courses are offered in conjunction with the London & District Chapter of The Association for Operations Management (APICS) www.apicslondon.org. Note: All courses include a \$50 APICS administration charge. All APICS members are eligible for a rebate on registration fees from the London & District Chapter of APICS.

THE CPIM PROGRAM CONSISTS OF FIVE EXAM MODULES:

Detailed Scheduling & Planning PLAN-9002
Execution & Control of Operations PLAN-9003
Master Planning of Resources ✓ PLAN-9001
Strategic Management of Resources PLAN-9008
Supply Chain Management (Basics) ✓ PLAN-9006

APICS Principles of Operations Management Program



The Principles of Operations Management program delivers the tools needed to master the basics of materials and operations management. Participants gain a solid understanding of inventory control, planning, manufacturing control, and operations management. This program is a good starting point for people who are new to materials and operations

management, or in positions that interact with this field.

COURSES:

Fundamentals of Inventory Management ✓ MGMT-9118
Fundamentals of Manufacturing Control PLAN-9021
Fundamentals of Materials Handling & Warehousing MGMT-9119
Fundamentals of Operations Management MGMT-9117
Fundamentals of Planning ✓ PLAN-9013

Maintenance Management Professional (PEMAC)



Developed and authorized by the Plant Engineering and Maintenance Association of Canada (PEMAC), this certificate program consists of

eight modules. The program is designed for individuals aspiring to management positions, those already in management, and for those seeking full maintenance designation (MMP, Maintenance Management Professional). The certificate program is comprised of six courses (30 hours each), a pre-requisite Introduction module (15 hours) and the Action Learning "Capstone" module. For further information visit www.pemac.org or call 519-452-4443.

COURSES:

Module 1 – Maintenance Management Skills & Techniques ✓ MTNC-1014
Module 2 – Production & Operations Management PROD-1028
Module 3 – Human Resources Management MGMT-1105
Module 4 – Financial Management for the Maintenance Manager ACCT-3032
Module 5 – Developing Maintenance Tactics MTNC-3002
Module 6 – Predictive Maintenance Technologies MGMT-3044
Module 7 – Computerized Maintenance Management MGMT-5026
Module 8 – Capstone Course ✓ MTNC-5002

DO YOU WANT TO TAKE AN ONLINE COURSE BUT ARE AFRAID TO DO SO?
REGISTER FOR MY ELAB!
WWW.FANSHAWEC.CA/ELAB



All related courses are listed in alphabetical order following the program descriptions.

Ontario Institute of the Purchasing Management Association of Canada (PMAC)



With more than 40,000 members and program participants, PMAC is the principle source of supply chain management training, education, and professional development in Canada. Supply Chain Management has emerged as a fast-paced, global field with tremendous employment opportunities. The profession offers a wide range of careers in procurement, operations and logistics, with advancement prospects all the way to the boardroom.

OIPMAC OFFERS TWO SEPARATE EDUCATION PROGRAMS:

- (1) Strategic Supply Chain Management Leadership Program, for mid- to senior/executive level professionals
- (2) Certificate in Supply Management, for entry-level practitioners

Strategic Supply Chain Management Leadership Program (PMAC)

This is the most comprehensive supply chain management program in Canada. It offers a graduate level, competency-based curriculum leading to PMAC's supply chain management professional designation. Taken over 36 months concurrent with full-time employment, the program delivers advanced supply chain management knowledge and high-level business skills. Participants who meet the admission requirements must complete eight modules, six interactive workshops, and three years of progressive work experience prior to attending the in-residence week program and writing the final examination. Visit www.ontarioinstitute.com/education for complete details. Participants must submit an application for admission to OIPMAC and be accepted into the program. A confirmation of acceptance will be sent by OIPMAC with instructions to proceed with enrollment through self-study or in-class.

ADMISSION REQUIREMENTS:

- Undergraduate Degree, Business Diploma, Certificate in Supply Management or post-secondary courses in Economics, Introduction to Business, Marketing, Accounting & Finance, Business Communications and Organizational Behaviour from recognized Canadian post-secondary institutions

Note: Each module is a pre-requisite of the next and must be taken in numerical order. Workshops must be completed in the academic year in which the corresponding course has been completed.

COURSES:

Module 1 – Supply Chain Management ✓	BUSI-9132
Module 2 – Procurement & Supply Management	BUSI-9116
Module 3 – Logistics & Transportation	BUSI-9118
Module 4 – Operations & Process Management	MGMT-9109
Module 5 – Knowledge Management	MGMT-9112
Module 6 – Global Sourcing	BUSI-9134
Module 7 – Supply Chain Management for the Public Sector	MGMT-9114
Module 8 – SCM for Services, Capital Goods & Major Projects	PRCH-9001

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:

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

BUSINESS COURSE DESCRIPTIONS

ACCOUNTING I (ACCT-1079)

Perfect for those looking to start! This course introduces you 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. You will also learn about worksheets, financial statements, accounting for merchandising operations, internal controls, and petty cash.

Fee: \$359.50 + TB

10LC Mon-Fri Sep19-Oct12 9am-1pm (C) *

ACCOUNTING II (ACCT-1080)

Pre-requisite(s): ACCT-1079

Delve deeper and find out more! This course is a continuation of the study of Financial Accounting at an introductory level. You will cover additional material related to asset, liability, and owner's/shareholders equity accounts, accounting for partnerships, and corporations, and analysis of financial statements.

Fee: \$359.50 + TB

10LC Mon-Fri Oct13-Nov4 9am-1pm (C) *

ACCOUNTING I – INTERMEDIATE (ACCT-3036)

Pre-requisite(s): ACCT-1004 & ACCT-1011

Gain better accounting skills! This is a course that builds on the basic understanding of accounting principles. You will learn about financial statement presentation and the asset side of a balance sheet.

Fee: \$440.50 + TB

20LC Tue/Thu Sep13-Dec6 6-9pm (BL) *

ACCOUNTING II – INTERMEDIATE (ACCT-3037)

Pre-requisite(s): ACCT-3036

Gain better accounting skills! This is a course that builds on the basic understanding of accounting principles. You will learn about liability and owners' equity elements of the balance sheet.

Fee: \$521.50 + TB

20LC Tue/Thu Sep13-Dec22 6-9pm (BL) *

ACCPAC (ACCT-3005)

Pre-requisite(s): ACCT-1004, ACCT-1011 & COMP-1090

ACCPAC is a hands-on computer applications course, designed to enable the student to become familiar with the day-to-day operation of the ACCPAC PLUS accounting system. In addition, the student will be exposed to other features of the software. **Note:** *Appropriate software is included with textbook purchase.*

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

APPLIED QUICKBOOKS (ACCT-1077)



Pre-requisite(s): It is strongly recommended that students have some fundamental knowledge in



accounting (ACCT-1004) and computer applications (COMP-1090) in order to be successful in this course. This course teaches the fundamentals of QuickBooks to enable you to use and set up the software in the workplace. *Note: Appropriate software is included with textbook purchase.*

Fee: \$262.30 + TB
40LC Sep12-Dec12 (OL) *

BUSINESS FINANCE (FINA-1007) eLab

Pre-requisite(s): ACCT-1004 & ACCT-1011

This course provides you with the foundations of managerial finance with emphasis on the procurement of funds to establish control over the use of these funds, and support the normal operations and expansion of a business.

Fee: \$359.50 + TB
20LC Mon/Wed Sep12-Nov16 6-9pm (BL) *

BUSINESS INFORMATION SYSTEMS (SYST-3002)

An intermediate course in the use of computer based information systems in management and accounting. Topics include: computer applications in business, concepts of management information systems, advanced spreadsheet design, and implementation. Microsoft Office and the Internet are used to create solutions to common business problems.

Fee: \$278.50 + TB
20LC Thu Sep15-Dec22 6-9pm (BL) *

BUSINESS LAW (LAWS-1013) eLab

This course will provide you with a general understanding of business law by illustrating its complexities and applicability to business activities.

Fee: \$278.50 + TB
20LC Mon Sep12-Dec19 6-9pm (BL) *
40LC Sep12-Dec19 (OL) *
41LC Oct17-Jan30 (OL) *

BUSINESS MATH (MATH-1052) ACT

This course will review basic arithmetic and algebra as well as providing you with mathematical tools and concepts needed for other college courses and future employment.

Fee: \$278.50 + TB
20LC Tue Sep13-Dec20 6-9pm (BL) *

BUSINESS MICROCOMPUTER APPLICATIONS (COMP-1090) eLab ACT

This course is an introduction to the use of microcomputers in today's business environment. You will acquire hands on experience in using Windows operating system as well as the Microsoft Office Application Suite - 2010.

Fee: \$278.50 + TB
20LC Tue Sep13-Dec20 6-9pm (BL) *
40LC Sep12-Dec19 (OL) *
41LC Oct17-Jan30 (OL) *
10LC Mon-Fri Nov21-Dec6 9am-1pm (C) *

BUSINESS TAXATION (FINA-3035) eLab ACT

Pre-requisite(s): FINA-3008

You will learn how to determine business income, rental income and taxable capital gains in addition to studying the calculation of taxable income, and federal and provincial taxes payable.

Fee: \$278.50 + TB
20LC Wed Sep14-Dec21 6-9pm (BL) *
40LC Sep14-Dec21 (OL) *

Note: Exams must be completed in class.

CANADIAN INVESTMENT (FINA-3027)

This course will prepare you to pass the Canadian Securities™ course, a vocational accreditation course, which is one of the qualifications for anyone to be licensed by the Ontario Securities Commission.

A securities license is required by anyone whose occupation involves agency sales or administration of publicly distributed securities including stocks, bonds, units, and mutual funds. *Note: Students MUST register directly with CSI in order to obtain a textbook (exam fee included). Contact 1-866-866-2601 or visit www.csi.ca for the CSI registration form (Approx. cost \$995).*

Fee: \$278.50 + TB
20LC Thu Sep8-Dec15 6-9pm (BL) *

CAPSTONE (MTNC-5002)

Pre-requisite(s): All other modules

(PEMAC-Module 8) Students will review the major teaching points from the previous MMP modules to help them apply the principles, latest concepts and techniques to real maintenance problems found in the students' work.

Fee: \$599 + TB
01LC Mon Sep19-Nov21 6-9pm (C) *

COMPENSATION & BENEFITS (MGMT-1031) eLab

Pre-requisite(s): MGMT-1006

Gain an understanding of the process, issues and techniques involved in administering a compensation system. This course will enable you to understand the compensation design system and its relation with the organizational management process.

Fee: \$278.50 + TB
20LC Wed Sep14-Dec21 6-9pm (BL) *
40LC Sep14-Dec21 (OL) *

CONDOMINIUM LAW (LAWS-1051)

(ACMO) All aspects of the law and document that govern condominiums are addressed in this course with emphasis on the *Condominium Act, 1998*. Related governance that includes Declarations, By-laws and Rules will be covered in addition to how and when to use lawyers and other professionals.

Fee: \$584 + TB
01LC Tue Aug30-Dec20 6-9pm (C) *

CONSULTING SKILLS (SKLS-1015)

This course focuses on the fundamental tasks and skills of consulting. Students will examine a range

of consulting models and explore various stages of consulting. Course participants will focus on developing skills necessary for establishing an effective client/consultant relationship. Considerable opportunities for practical application will be provided.

Fee: \$278.50 + TB
20LC Mon Sep12-Dec19 (BL) *

CONTEMPORARY ISSUES IN HUMAN RELATIONS (MGMT-3023)

This course is designed to provide a conceptual framework for handling the diverse and complex human relations problems that characterize business and industries. You will examine theories and research data pertaining to human relations issues.

Fee: \$278.50 + TB
40LC Sep12-Dec19 (OL) *

COST ACCOUNTING I (ACCT-3022) ACT

Pre-requisite(s): ACCT-1004 & ACCT-1011

An introductory management accounting course that introduces the student to management accounting terms and purposes, manufacturing statements, job and process costing, volume/cost/profit analysis and budgets.

Fee: \$278.50 + TB
20LC Tue Sep13-Dec20 6-9pm (BL) *
40LC Sep13-Dec20 (OL) *

DESKTOP PUBLISHING (COMP-6022)

Create pleasing, attention grabbing flyers, ads and other publications. This course shows students basic design principles used by professional graphic artists and introduces students to broad concepts like handling type, adding images, scanning artwork, and using colour. Students learn the different levels of publications from basic to advanced professional and appropriate software and technology for success at each level. Primary software learned in this course is Adobe InDesign, Photoshop and Illustrator.

Fee: \$278.50 + TB
20LC Thu Sep15-Dec22 6-9pm (BL) *

DISABILITY MANAGEMENT (SFTY-3005)

An introduction to the various aspects involved in the management of worker disability. This includes an introduction to pertinent legislation that addresses disability management relative to the rehabilitation and intended return to work/normal life of an injured person.

Fee: \$278.50
40LC Sep12-Dec19 (OL) *

ECONOMICS I (ECON-1002) eLab

This is an introductory microeconomics course which covers a broad curriculum of microeconomic principles.

Fee: \$278.50 + TB
20LC Wed Sep14-Dec21 6-9pm (BL) *
40LC Sep14-Dec21 (OL) *

**ECONOMICS II (ECON-1005)**

eLab

This is an introductory macroeconomics course. You will examine basic economic theories and apply them to a small mixed economy operating in a global environment.

Fee: \$278.50 + TB

20LC	Tue	Sep13-Dec20	6-9pm	(BL)	*
40LC		Sep13-Dec20		(OL)	*

EMERGENCY MANAGEMENT – EMR (EMGT-5001)

Sections available at www.OntarioLearn.com.
See page 89.

ETHICAL ISSUES IN BUSINESS (MGMT-3021)

eLab

This course is an introduction to the study of ethics in business using the Case Study Method. It is designed to assist employees in developing and understanding a framework with which to make ethical decisions.

Fee: \$278.50 + TB

40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*

EXCEL SPREADSHEETS (COMP-1362)

eLab ACT

Gain comprehensive understanding of Microsoft Excel 2010.

Fee: \$278.50 + TB

40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*
10LC	Mon-Fri	Dec7-Dec22	9am-1pm	(C)	*

FACILITATING AN ONLINE COURSE (DEVL-1030)

Sections available at www.OntarioLearn.com.
See page 90.

FINANCE & ACCOUNTING FOR NON-ACCOUNTANTS (FINA-1018)

eLab

Pre-requisite(s): It is strongly recommended that students have some fundamental knowledge in accounting (ACCT-1004)

This course will provide you with an understanding of financial and management accounting, accounting reports and disclosure, and the methodologies required to perform calculations as the basis for sound decision making.

Fee: \$278.50 + TB

20LC	Thu	Sep15-Dec22	6-9pm	(BL)	*
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FUNDAMENTALS OF INVENTORY MANAGEMENT (MGMT-9118)

(APICS) This course provides participants with an operational knowledge and understanding of inventory management principles and techniques. Among the topics presented are: inventory management fundamentals, ordering procedures, replenishment policies, purchasing management, just-in-time and lean methodologies and inventory performance measurement. Basic methods of planning and controlling inventory in manufacturing, institutional distribution and retail environments are covered. The questions of what to stock are

addressed through an examination of current and evolving technologies of inventory management.

Fee: \$400

01LC	Wed	Sep21-Dec7	6-9pm		*
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FUNDAMENTALS OF PLANNING (PLAN-9013)

(APICS) This course introduces participants to the principles of effective planning. The course presents the concepts of planning at each level, from strategic to tactical. Participants work together to solve problems, develop plans, build teams and present solutions. Through this course they learn the essential ingredients of effective planning and have an opportunity to practice and enhance their own planning skills.

Fee: \$400

01LC	Mon	Sep19-Dec5	6-9pm		*
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FUND DEVELOPMENT WRITING (FNDR-6006)

This course centers on the preparation of the case statement. You will study different types of fund development communication tools and learn how the case flows from vision and mission statements.

Fee: \$278.50 + TB

20LC	Mon	Sep12-Dec19	6-9pm	(BL)	*
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HAZARD MANAGEMENT (SFTY-3004)*Pre-requisite(s): SFTY-6002*

This course is designed to introduce you to the basic concepts of hazard management recognition, evaluation, and control of safety and health hazards in the workplace environment as related to management and the occupational health and safety team.

Fee: \$278.50 + TB

20LC	Wed	Sep14-Dec21	6-9pm	(BL)	*
40LC		Sep14-Dec21		(OL)	*

HUMAN RESOURCES PLANNING (MGMT-4001)

Pre-requisite(s): It is strongly recommended that students take MGMT-1006 in order to be successful in this course

Human Resources play an integral role in the development of an organization's business plan and strategy. This course provides an overview of the essential elements of the human resources planning process.

Fee: \$278.50 + TB

40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*

INSTRUCTIONAL TECH'Y & PRESENTATION (COMP-1430)

Learning technologies are an integral part of modern instructional design and continue to evolve at a rapid pace. Students will be introduced to popular instruction design software, delivery methods and devices. Microsoft PowerPoint will be discussed from the trainer's perspective to include effective slide design, layout and conciseness. Topics for discussion include eLearning software, learning management systems, video production, photography, and web

conferencing tools for trainers.

Fee: \$278.50 + TB

20LC	Wed	Sep14-Dec21	6-9pm	(BL)	*
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INSURANCE GENERAL BASIC BROKER (INSR-9001)

The Basic Broker registration course is unique to Ontario and is co-sponsored by the Insurance Brokers' Association of Ontario. It presents the material and information needed to prepare you for qualifications as a broker (other than Life). Topics include: principles and practices of insurance, contracts, broker legislation, property, liability, automobile, bonds, and crime insurance. *Note: \$160 IBAO preparation exam fee payable to IBAO at the end of the course.*

Fee: \$528.50 + TB (approx. cost \$300)

01LC	Tue&Thu	Sep13-Nov24	6-9pm	(C)	*
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INTRODUCTION TO LOGISTICS (BUSI-9137)

(PMAC) The interconnections between procurement, operations and transportation will be explored in this course. Participants will discuss how to balance the pressures for large-order sizes to achieve low unit costs with the competing pressures to keep order sizes low to minimize warehouse space and inventory obsolescence.

Fee: \$619.50 + TB

01LC	Thu	Sep22-Dec15	6-9pm	(C)	*
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INTRODUCTION TO BUSINESS PROCESSES (BUSI-1005)

eLab

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

Fee: \$278.50 + TB

40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*

INTRODUCTION TO PR & CORPORATE COMMUNICATIONS (PBRL-6011)

Effective communication is the key to a successful teamwork and a job well done. This course is an introduction to the key principles and process of public relations. You will be able to improve your communication skills on the public and corporate level. Enroll now and experience the difference.

Fee: \$278.50 + TB

20LC	Tue	Sep13-Dec20	6-9pm	(BL)	*
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INVESTMENT FUNDS IN CANADA (FINA-1035)

Obtain your mutual funds license thought one of the most popular investment funds courses available. Investment funds in Canada (IFC) will give you the certificate you need to start giving advice and to start helping clients make smart investment decisions. The IFC prepares you to advise clients about their mutual funds investments based on objectives, timeline and risk tolerance. It also covers a mutual fund representative's legal, ethical and professional



responsibilities. *Note: Students must register directly with CSI to obtain the textbook (exam fee included). Contact 1-866-866-2601 or www.csi.ca for more information.*

Fee: \$278.50 + TB

20LC Tue Sep13-Dec20 6-9pm (BL) *

LABOUR & EMPLOYMENT LAW (LAWS-1015) eLab

Would you like to know what your rights are as an employee? Curious about what kind of demand you can legally make as an employer? Enroll now and learn about pertinent legislation which impacts employers and employees. Get to know more about employer/employee rights, disciplinary procedure and other issues pertaining to labour and employment law.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *
41LC Oct17-Jan30 (OL) *

LABOUR RELATIONS (MGMT-1018) eLab

Pre-requisite(s): MGMT-1006

Know your stuff! This course provides you with knowledge of management, union and government relationships and their impact on each other. You will learn about labour relations, collective bargaining, wage structure and promotion policies among others to ensure you know exactly where you stand and how to move forward in the working environment. *Note: Group project will simulate Collective Bargaining Process in Class. Alternate arrangements can be made for those outside the London area.*

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *
41LC Oct17-Jan30 (OL) *

LITIGATION – LAW CLERKS (LAWS-9011)

(ILCO) Litigation is a diverse area of civil and criminal practice that presents the law clerk with a wide range of duties and responsibilities which may include: interviewing clients and witnesses, conducting preliminary investigations, drafting pleadings, preparing documents for court proceedings, preparing demonstrative evidence, attending at assignment court, preparing for and assisting at trial, attendance on assessment of costs. *Note: Provincial exam date is Mar13, 7-10pm.*

Fee: \$413.50 + TB

01LC Wed Sep7-Mar7 6:30-9pm (C) *

MAINTENANCE MANAGEMENT SKILLS & TECHNIQUES (MTNC-1014)

Introduces you to the latest concepts in cost effective maintenance management and assists candidates in moving from the traditional maintenance paradigms and maintenance technologies to embrace the new technologies required competing in the global market place.

Fee: \$356 + TB

01LC Thu Sep22-Oct20 6-9pm (C) *

MANAGEMENT ACCOUNTING (ACCT-1020)

Pre-requisite(s): ACCT-1004 & ACCT-1011

Utilize accounting to be a better manager. Learn about internal uses of accounting data by managers in directing the affairs of business and non-business organizations. You will discuss cost assessment and analysis, budgeting, and information for management control and decision analysis.

Fee: \$359.50 + TB

20LC Mon/Thu Sep12-Nov21 6-9pm (BL) *

MANAGING THE AGE OF CHANGE (MGMT-6023)

Embrace changes by utilizing it for your benefit. This course will combine the theoretical perspectives on managing change with concrete change experiences. Students will learn how to assist with the management of people through the change process, from initiation through implementation. They will be able to articulate some of the theories, models and concepts which guide current efforts to manage change and have a chance to practice using them through course assignments.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

MARKETING RESEARCH METHODS II (MKTG-3010)

Pre-requisite(s): MKTG-3009

Get to know what's out there by conducting your very own market research. This course leads you through the steps of primary market research problem formulation, research design, data collection, data analysis and the reporting of the research results.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

Note: Students must attend first class (6-9pm).

MASTER PLANNING OF RESOURCES (PLAN-9001)

(APICS) Required for CPIM certification. Candidates explore processes used to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints.

Fee: \$440.50

01LC Mon Sep19-Dec5 6-9pm (C) *

MORTGAGE AGENT PROGRAM (BUSI-1089)

This 45-hour subject covers all the Mortgage Agent Qualifying Standards (MAQs) identified by the regulator, the Financial Services Commission of Ontario (FSCO); it provides those wishing to become licensed Mortgage Agents in Ontario with an understanding of the mortgage brokerage industry and an ability to perform the Agent's role in the mortgage application process. The subject also covers the legislation which governs the industry; the role of the Agent in consumer protection; and ethical decision-making. The subject has been accredited by FSCO as meeting the educational requirements for licensing as a Mortgage Agent.

Fee: \$360.50 + TB + HP10B II Calculator

01LC Tue Sep13-Dec17 6:15-9:15pm (C) *

Exam Date: Dec17 (9am-12pm)

OCCUPATIONAL HEALTH & SAFETY (HLTH-1015) eLab

Safety first! This course provides a comprehensive introduction to employee and employer rights and responsibilities for ensuring a safe work environment.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

OCCUPATIONAL HEALTH & SAFETY LEGISLATION (SFTY-6002)

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

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

41LC Oct17-Jan30 (OL) *

ORGANIZATIONAL BEHAVIOUR (MGMT-6021) eLab

Knowledge for you! This course provides you with a conceptual framework for the study of organizational behaviour and examines the interaction of three significant organizational variables: the formal organization, the work processes, and the individual. Learn about theories and application of organizational behaviour, the impact of individual human system and team approach upon work processes.

Fee: \$278.50 + TB

20LC Thu Sep15-Dec22 6-9pm (BL) *

40LC Sep12-Dec19 (OL) *

41LC Oct17-Jan30 (OL) *

ORGANIZATIONAL BUSINESS COMMUNICATION (COMM-6002) eLab

Good communication is the key to a successful organization. This course provides an overview of important communication concepts and skills required in business. Learn how to write clear reports and make effective presentations among a variety of topics.

Note: For the online sections of the course students must have access to a video recorder to complete the oral presentation component of the course.

Fee: \$278.50 + TB

20LC Mon Sep12-Dec19 6-9pm (BL) *

40LC Sep12-Dec19 (OL) *

21LC Thu Oct20-Feb2 6-9pm (BL) *

41LC Oct17-Jan30 (OL) *

ORGANIZING THE PROJECT TEAM (MGMT-1008)

An examination of the skills required to staff a project team and the characteristics of personnel and activities specific to project management. This course addresses how a project team can be self-managed within traditional workplace models and the critical need for time and resource management to meet specific deadlines and objectives.

Fee: \$278.50 + TB

20LC Wed Sep14-Dec21 6-9pm (BL) *

40LC Sep12-Dec19 (OL) *



PAYROLL ADMINISTRATION (ACCT-1060)

eLab

Curious about how the payroll system works? You will be introduced to the complexities of administering a payroll system. Gain an understanding of payroll record keeping and procedures by reading and analyzing relevant legislation and then applying it to situations.

Fee: \$197.50

20LC	Mon	Sep12-Nov21	6-9pm	(BL)	*
40LC		Sep12-Nov21		(OL)	*
10LC	Mon-Fri	Nov7-Nov18	9am-1pm	(C)	*

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, as well as the tools to find information and apply that information to different scenarios in relation to individual pay. Upgrade your knowledge on the payroll system. **Note:** In addition to the tuition fee, 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.

Fee: \$262.30 + TB

01LC	Mon	Sep12-Dec19	6-9pm	(C)	*
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PAYROLL FUNDAMENTALS I (ACCT-1065)

Pre-requisite(s): ACCT-1059

This course is designed for you to be able to apply payroll legislation and calculate individual pay. You 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. **Note:** In addition to the tuition fee, 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.

Fee: \$262.30 + TB

01LC	Tue	Sep13-Dec13	6-9pm	(C)	*
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PAYROLL FUNDAMENTALS II (ACCT-3033)

Pre-requisite(s): ACCT-1059 & ACCT-1065

Know your stuff! This course is designed for you to be able to calculate and report government and third party remittances, yearend requirements and accounting for payroll at the compliance level for the organization. You will be able to effectively communicate these organizational processes and requirements to internal and external stakeholders. **Note:** In addition to the tuition fee, 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.

Fee: \$262.30 + TB

01LC	Thu	Sep15-Dec15	6-9pm	(C)	*
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PERSONAL TAXATION (FINA-3008)

eLab ACT

Pre-requisite(s): ACCT-1004

This course is designed to provide you with a basic knowledge of the structure, purpose and administration of the federal income tax system. It includes the determination of net income from employment and property. You will learn to identify specific inclusions and deductions in determining other income sources and calculate the minimum taxable income and taxes payable for an individual.

Fee: \$278.50 + TB

20LC	Tue	Sep13-Dec20	6-9pm	(BL)	*
40LC		Sep13-Dec20		(OL)	*

Note: Exams must be completed in class.

PRINCIPLES OF ACCOUNTING I (ACCT-1004)

eLab

Perfect for those looking to start! This course introduces you 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. You will also learn about worksheets, financial statements, accounting for merchandising operations, internal controls, and petty cash.

Fee: \$359.50 + TB

20LC	Wed	Aug31-Dec21	6-9pm	(BL)	*
40LC		Aug29-Dec19		(OL)	*
21LC	Thu	Sep1-Dec22	6-9pm	(BL)	*
41LC		Aug29-Dec19		(OL)	*
22LC	Wed	Oct19-Feb15	6-9pm	(BL)	*
42LC		Oct17-Feb13		(OL)	*

Note: Exams may be required to be completed in class.

PRINCIPLES OF ACCOUNTING II (ACCT-1011)

eLab

Pre-requisite(s): ACCT-1004

Delve deeper and find out more! This course is a continuation of the study of Financial Accounting at an introductory level. You will cover additional material related to asset, liability, and owner's/shareholders equity accounts, accounting for partnerships, and corporations, and analysis of financial statements.

Fee: \$440.50 + TB

20LC	Wed	Aug31-Dec21	6-9pm	(BL)	*
40LC		Aug31-Dec21		(OL)	*
41LC		Oct17-Feb13		(OL)	*

Note: Exams may be required to be completed in class.

PRINCIPLES OF HUMAN RESOURCES MANAGEMENT (MGMT-1006)

eLab

The Human Resources sector holds limitless potentials and it's up to you to utilize them. This course provides the student with an overview of the issues, functions and responsibilities performed by a Human Resource Professional. An emphasis is placed on training and development, planning, performance appraisals, compensation management, occupational health and safety, and employee and union relations.

Fee: \$278.50 + TB

20LC	Mon	Sep12-Dec19	6-9pm	(BL)	*
40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*

PRINCIPLES OF MARKETING I (MKTG-1012)

eLab

Learn that marketing is not limited to advertising but a broad set of activities designed to satisfy consumer needs and wants. This course is designed to provide an overview of the decisions that face Marketers in today's fast-paced and competitive business environment. Examine the information marketers require for effective decision-making in order to develop effective marketing strategies and then continue on to product planning, channel system management, integrated communications and pricing policies.

Fee: \$278.50 + TB

40LC	Sep12-Dec19	(OL)	*
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PRINCIPLES OF SUPERVISION (MGMT-1152)

There is always high demand for a competent supervisor. You will gain a clear understanding of an effective approach to industrial supervision and skills required to implement this approach. Learn how to appropriately communicate and motivate the employees, administering the collective agreement, performance appraisal, and employees training.

Fee: \$278.50 + TB

20LC	Wed	Sep14-Dec21	6-9pm	(BL)	*
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PROFESSIONAL WRITING II (WRIT-6003)

Pre-requisite(s): WRIT-6002

Professional Writing II will have you writing clear, concise and correct technical documents. Emphasis on instructional writing and manual development while building on the content of Professional Writing I, particularly in the areas of audience and purpose analysis, technical writing style, and document revision.

Fee: \$278.50 + TB

20LC	Mon	Sep12-Dec19	6-9pm	(BL)	*
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PROJECT COST & PROCUREMENT (MGMT-1009)

Pre-requisite(s): MGMT-6020

You will gain the concept of estimating, pricing, negotiating, budgeting, contracting, and quotation. You will also learn about cost control, risk management, and overrun management scenarios and their specific associations within the context of project management.

Fee: \$278.50 + TB

20LC	Tue	Sep13-Dec20	6-9pm	(BL)	*
40LC		Sep12-Dec19		(OL)	*

PROJECT MANAGEMENT (MGMT-6020)

eLab

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

Fee: \$278.50 + TB

20LC	Wed	Sep7-Dec14	6-9pm	(BL)	*
40LC		Sep12-Dec19		(OL)	*
41LC		Oct17-Jan30		(OL)	*



PROJECT MANAGEMENT & SCHEDULING SOFTWARE (COMP-1411)

Sections available at www.OntarioLearn.com.
See page 100.

QUALITY ASSURANCE PROGRAMS & TECHNIQUES (MGMT-3017)

Quality is the key to customer satisfaction. You will learn about the various Quality Assurance Programs that are currently being implemented by businesses. This course will enhance your understanding about how Quality Assurance programs are managed and the techniques used in ensuring a quality system.

Fee: \$278.50 + TB

20LC Wed Sep14-Dec21 6-9pm (BL) *

QUANTITATIVE METHODS (MATH-1059)

It's all in the numbers. Gain an understanding of how to organize, present, and use statistical information for decision making. Learn about probability, statistical estimation, time series and index numbers among other things that will help you become a better decision maker.

Fee: \$359.50 + TB

20LC Tue Sep13-Dec20 6-10pm (BL) *

REAL ESTATE LAW CLERK (LAWS-9008)

(ILCO) This course includes the purchase, sale leasing and mortgaging of land and buildings. Law Clerks are typically involved in drafting and negotiations for approval of the contract between the vendor and the purchaser, investigation of the title, preparation and completion of the necessary documents, details of the financing, closing of the transaction and communications with the client. Specialized knowledge of the applicable statutes, regulations and other official bulletins related to real estate is essential.

Fee: \$413.50 + TB

01LC Thu Sep8-Jan26 6-8:45pm (C) *

Note: Provincial exam date Jan31, 7-10pm.

RECRUITMENT & SELECTION (MGMT-1028)



Be the one who recognizes potential. Gain skills such as interviewing techniques, job analysis, applicant screening and cognitive ability testing to become a better recruiter/hiring manager. This course will review the current issues and methodologies that are used in recruiting and selecting employees for Canadian organizations.

Fee: \$278.50 + TB

20LC Tue Sep13-Dec20 6-9pm (BL) *

40LC Sep13-Dec20 (OL) *

RESEARCHING & INTERVIEWING (EDUC-6027)

Gather the information you need! This course will concentrate on the role of researching and interviewing in the development of written communication. You will learn about the importance of interpersonal skills, listening, paraphrasing and revising in the collection of information intended for technical documents. Gain advanced research skills from a variety of sources.

Fee: \$278.50 + TB

20LC Tue Sep13-Dec20 6-9pm (BL) *

SECURITY PROFESSIONALS – BASIC TRAINING (SFTY-1035)

This course was developed in response to the demand for better-trained, highly skilled, and more versatile recruits. Subjects covered include how to use force theory, crisis management, the relationship between security and the law, how to deal with the public and police, and a number of other related topics. Upon successful completion of the program, students will be prepared to function as an independent security professional with skills that enable individuals to perform the duties and responsibilities, professionally and safely.

Fee: \$399

01LC Thu-Sun Sep15-Sep18 8am-5pm (C) ●

02LC Thu-Sun Oct20-Oct23 8am-5pm (C) ●

03LC Thu-Sun Nov10-Nov13 8am-5pm (C) ●

04LC Thu-Sun Dec8-Dec11 8am-5pm (C) ●

SELLING SOLUTIONS (MKTG-9020)

This online course provides a complete overview of the sales process from open to close and beyond. Each online module allows you to work at your own pace and delivers powerful selling tips; advice and selling strategies that are guaranteed to enhance your sales revenue and profitability and instill confidence in your ongoing endeavour to compete in today's challenging, changing and competitive environment. **Note:** Course is not accessed by FOL.

Fee: \$274.50 + HST

40LC Sep12-Dec19 (OL) *

SMALL BUSINESS MANAGEMENT I (MGMT-1021)



Be your own boss! Self-employment is a career alternative to wage employment. The central focus of this course is on entrepreneurship – its characteristics, opportunities and challenges. In-depth coverage shall be given to market potential determination, product development acquiring seed and growth capital, organization of the new enterprise. You will also learn decision-making skills and financial management strategies.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

41LC Oct17-Jan30 (OL) *

SOCIAL MARKETING & COMMUNITY INVESTMENT (MKTG-1040)

Buckle Up! Arrive Alive! Butt out! Recycle! Learn to apply classic marketing ideas to social issues to achieve behaviour change and social good. Introduces marketing concepts like the four P's (Product, Price, Place, Promotion). Explore ways to engage a community to make choices and make change. Upstream/downstream change, social advertising, the 8 P's of Social Marketing and practical steps to planning. **Note:** This is not about 'social media' such as Facebook and Twitter.

Fee: \$278.50 + TB

20LC Wed Sep14-Dec21 6-9pm (BL) *

SPECIALIZATIONS IN PR (PBRL-6013)

Pre-requisite(s): PBRL-6011

Students will learn and discuss areas of specialty in public relations. Topics of study include: marketing, advertising, consumerism, communication audits and public affairs. Organizing special events and implementing public relations campaigns will give students application of public relations and re-enforce the framework of public relations learned in PBRL-6011 Introduction to Public Relations and Corporate Communications.

Fee: \$278.50 + TB

20LC Thu Sep15-Dec22 6-9pm (BL) *

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- ▶ Microsoft Applications 2010
- ▶ SQL Server
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**SPORTS MARKETING (MKTG-1050)**

This course will provide a comprehensive overview of the sport marketing environment by examining the marketing of sports and the marketing through sports. Marketing through sports will focus on how strategic marketers use sports as a platform to execute their strategies and tactics for non-sports products. The marketing of sports will examine the more traditional team sports and sport related products. Finally, the course will explore the emerging issues surrounding technology, relationship marketing and ethics in the sport marketing arena.

Fee: \$278.50 + TB

20LC Wed Sep14-Dec21 6-9pm (BL) *

STRATEGIES FOR STUDENT SUCCESS (BUSI-1060)

This course presents and helps to develop some of the skills required to achieve college and career success. Topics include: career direction, time management, note-taking from texts and lectures, study skills, test preparation strategies and managing college life.

Fee: \$116.50 + TB

01LC Wed Sep28-Nov9 6-8pm (C) ▲

SUPPLY CHAIN MANAGEMENT (BUSI-9132)

(PMAC-Module 1) Supply Chain Management (SCM) is the process of strategically managing flows of goods, services and knowledge, along with relationship within and among organizations, to achieve or support enterprise objectives. The goal of this module is to have candidates appreciate the big picture and recognize the critical, strategic and dynamic nature of SCM. This module develops the functional and institutional aspects of SCM, and lays the foundation for the remaining modules and workshops. This is the first course in the new PMAC, CPP program.

Fee: \$855 (includes textbook)

01LC Thu Sep22-Dec15 6-9pm (C) *

SUPPLY CHAIN MANAGEMENT (BASICS)

(PLAN-9006)

(APICS) Explore the basic concepts of managing the flow of materials in a supply chain. In the Basics you get a complete overview of material flow, from internal and external suppliers, to and from your organization. Topics include: Elements of the Supply Chain, Just-in-Time (JIT), Total Quality Management (TQM), Manufacturing Resources Planning (MRP II), Demand Planning Capacity Management.

Fee: \$440.50

01LC Wed Sep21-Dec7 6-9pm (C) *

TAXATION ADVANCED (FINA-5006)**Pre-requisite(s): FINA-3007 & FINA-3020 or FINA-3008 & FINA-3035**

This advanced taxation course will initially be a review and updating of the topics covered in Taxation I (FINA 3007) and taxation II (FINA 3020). These topics will be addressed by reference to the Income Tax Act and will be given more thorough treatment, where necessary. Some of the assignment material will be

completed using computer software.

Fee: \$359.50 + TB

20LC Thu Sep15-Dec22 6-10pm (BL) *

TRAINING & DEVELOPMENT (MGMT-1014)

Recognize the need for improvement and do something about it! 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.

Fee: \$278.50 + TB

20LC Thu Sep15-Dec22 6-9pm (BL) *

40LC Sep15-Dec22 (OL) *

41LC Oct17-Jan30 (OL) *

TRENDS & TECHNOLOGIES IN PR (CORP-6006)

Various PR trends and new technologies and social media are studied. Individual research projects result in professional written reports sometimes for various media. Teams of students benefit from the hands-on organizational skills involved in arranging a professional guest lecture seminar or topical seminar and producing a professional information package. The seminars may involve client interaction with outside organizations.

Fee: \$278.50 + TB

20LC Wed Sep14-Dec21 6-9pm (BL) *

WRITING FOR PR & MEDIA RELATIONS (PBRL-6007)

This course will introduce students to the tools and methods of media relations. The course explores some of the channels of media relations, including press releases, media kits, feature articles, brochures, and press conferences. Participants will also create a portfolio of their work and a resume.

Fee: \$278.50 + TB

20LC Thu Sep15-Dec22 6-9pm (BL) *

PROFESSIONAL DEVELOPMENT **Accounting****InaDaY****SMALL BUSINESS BOOKKEEPING & TAX TIPS (BUSI-9113)**

Ensure that you are on the right track when keeping the records of your business. Special emphases on tips to ensure you are following tax regulations and requirements.

Fee: \$265 + HST

60LC Sat Oct15 9am-4pm ■

Communications**InaDaY****BUSINESS PRESENTATIONS SKILLS (BUSI-9095)**

This workshop will concentrate on a variety of oral communication situations, including chairing meetings and making presentations to peers and clients. Participants will learn the importance of audience identification, research, and writing for an oral presentation. Opportunities for practicing oral presentations will be given.

Fee: \$265 + HST

60LC Mon Oct3 9am-4pm ■

DOCUMENT DESIGN (BUSI-9156)

Students will examine effective elements of visual communication including graphic and textual content in business documents. This course provides tools to understand and solve visual communication challenges and the skills for developing textually and visually appealing documents. Topics include: typography and font, white spacing and graphic orientation, and overall presentation packaging.

Fee: \$265 + HST

60LC Fri Sep30 9am-4pm ■

GRAMMAR BOOT CAMP (WRIT-9025)

This session focuses on correcting the most problematic areas of good grammar and sentence structure. Discussion topics include: key components of a sentence, proper punctuation, active and passive voice, subject-verb agreement, and pronoun case. Learn to develop an eye for problem areas and establish methods for proofreading written communication.

Fee: \$119 + HST

60LC Thu Oct27 6:30pm-9:30pm ■

GRAMMAR & PROOFREADING FOR PROFESSIONAL WRITING (WRIT 9021)

A great refresher or introductory workshop, this session will key on the basics of good sentence structure, active and passive voices and easy references to use in the workplace. Develop quick skills in developing an eye for examining your own work and that of others and examining paragraph and sentence design with a critical eye. Examine the differences between online versus print documents and why white space is important!

Fee: \$265 + HST

60LC Thu Oct6 9am-4pm ■

INTERNAL COMMUNICATIONS PLANNING (COMM-9103)

Employees today are bombarded with messages from every conceivable source. How can they distinguish important messaging from noise? Learn how to develop an internal communications plan that will support your company's strategy and reinforce desired cultural characteristics through concepts such as Communications Research, Diagnosis,



Message Encoding, Target Audience Analysis and Channel/Media Design.

Fee: \$265 + HST

60LC Thu Sep29 9am-4pm ■

INTRODUCTION TO MINUTE-TAKING (WRIT-9022)



Whether your business meetings are formal or informal, good minutes can save time and energy for all parties involved. Your employer and fellow employees depend on accurate minutes from meetings. In this introductory workshop you will learn essential skills in taking minutes and develop a greater awareness of how to effectively communicate actions, assignments and reports.

Fee: \$265 + HST

60LC Mon Oct24 9am-4pm ■

MANAGING DIFFICULT SITUATIONS (MGMT-9107)



We've all been there, preparing in our head the dreaded or difficult conversation we know we must have with someone. Although this common type of conflict is inevitable in most human endeavours, deterioration of relationships doesn't have to be. Whether the conversation is with a colleague, a subordinate, or a supervisor there are strategies that can make the discussion go more easily for both sides with benefits to both parties. Learn how to recognize, and anticipate potentially difficult exchanges and develop strategies for managing them.

Fee: \$265 + HST

60LC Tue Nov1 9am-4pm ■

PROFESSIONAL BUSINESS WRITING (WRIT-9019)



Your written words have more of an impact than anything you say or do. Written correspondence is virtually permanent. From emails to reports to letters your words need to carry credibility and accuracy. This 'In A Day' will explore written communication skills, report writing, email etiquette and briefly touch on minute taking.

Fee: \$265 + HST

60LC Wed Sep21 9am-4pm ■

61LC Thu Oct20 9am-4pm ■

RFP'S & PROPOSAL WRITING (BUSI-9114)



Companies today are increasingly looking to do business with federal governments, both in Canada and the United States, where federal spending is expected to top \$3 trillion by 2010. Learn the basic principles to creating winning bid and proposal documents for federal contracts, including strategy design, RFP coverage, and the importance of compliance and writing tips.

Fee: \$265 + HST

60LC Thu Oct27 9am-4pm ■

WRITING FOR THE WEB (COMP-9574)



This course addresses theories and practices specific to digital writing. Discussion topics include an analysis

of print versus online writing styles, key elements of textual design and content, and the digital writer-reader relationship. Students will be provided with an overview of production, presentation, and public reception. We will also discuss copyright issues and effective ways to incorporate links and hypertext. This full-day course offers practical exercises and tools for effective writing for websites, blogs, online newsletters, wikis, and other public forums.

Fee: \$265 + HST

60LC Thu Oct27 9am-4pm ■

Finance, Insurance & Law



EMPLOYMENT & LABOUR LAW (LAWS-9024)



You will learn about employer/employee rights and obligations, employment standards, disciplinary procedures, terminations and other issues pertaining to employment law. A shortened version of our full-length course, great for small business owners!

Fee: \$149 + HST

60LC Wed Sep28 6:30-9:30pm ■

61LC Sat Oct22 9am-12pm ■

HUMAN RIGHTS & VIOLENCE PREVENTION IN THE WORKPLACE (LAWS-9028)



This half-day session will focus on employer obligations regarding human rights and workplace violence prevention using key case studies (Dupont, OC Transpo). A must for supervisors!

Fee: \$149 + HST

60LC Thu Sep22 6:30-9:30pm ■

Leadership & Management Strategies



BOARD GOVERNANCE (MGMT-9097)



This seminar is designed for those who would like to take their understanding of Robert's Rules and Parliamentary Procedure to the next level. This seminar helps meeting participants and meeting chairs develop an increased awareness of the procedures that make meetings more effective: which in turn can improve the productivity and motivation of those involved.

Fee: \$149 + HST

60LC Wed Sep28 6:30-9:30pm ■

BUILDING TRUST IN THE WORKPLACE (BUSI-9157)



No quality or characteristic is more important than trust. And yet it is the most challenging to build. When it comes to teams, trust is about vulnerability and the key ingredient is courage. In this course you will learn exercises and tools you can take back to the office and try with your teams. Learn the 13 behaviours that are common to people in high-trust relationships. Discover

how behavioural profiling tools can assist you as you start the process of building trust.

Fee: \$299 + HST

60LC Wed Nov2 9am-4pm ■

EFFECTIVE PROBLEM SOLVING (BUSI-9133)



Prepare yourself for change and improvement while influencing desired outcomes. Special emphasis is put on strength building, situational analysis and decision making skills.

Fee: \$265 + HST

60LC Thu Oct13 9am-4pm ■

LEADERSHIP COACHING (MGMT-9094)



Learn effective coaching skills to enable you to empower yourself and those around you. Identify and claim your strongest leadership qualities while identifying ineffective language and perspectives from a certified coach. Take away powerful structures and tools you can use right away in the workplace and at home. Come and find your leadership edge!

Fee: \$265 + HST

60LC Wed Sep14 9am-4pm ■

MAKING MEETINGS MATTER (COMM-9130)



Meetings are a complex human endeavour that require a skilled facilitator, as well as trained participants to be successful – especially involving problem solving or contentious issues. This seminar helps meeting participants develop an increased awareness of strategies that save time and make meetings more productive. Emphasis will be on best practices and will include a focus on Robert's Rules and other standards of governance.

Fee: \$265 + HST

60LC Fri Oct14 9am-4pm ■

MEETING PLANNING (PLAN-9011)



Planning is a key to the success of meetings and the happiness of the participants. Learn how to select venues, prepare basic budgets and negotiate with the venue. Selecting meeting floor plans and catering services will also be covered.

Fee: \$265 + HST

60LC Mon Nov7 9am-4pm ■

NEGOTIATING SKILLS (BUSI-9135)



Not every deal needs to be about price! Learn how to accomplish win/win outcomes that everyone can accept. This session will examine different negotiating techniques and identifying individual needs and motivators to help you position a winning solution. Special attention will be spent on dealing with difficult negotiating partners and understanding the non-price variables that can make a difference.

Fee: \$265 + HST

60LC Tue Oct18 9am-4pm ■

PERFORMANCE MANAGEMENT (MGMT-9101)



Learn how to develop an effective performance management system for your organization. Special



emphasis is placed on the roles of individuals in performance appraisal, employees' needs and values, and how to make your evaluation message honest and positive.

Fee: \$265 + HST

60LC Wed Sep28 9am-4pm ■

RECRUITMENT & RETENTION STRATEGIES FOR THE EMPLOYER (BUSI-9099)



Not sure what to ask prospective employees and you want to ensure you are complying with the law? Hiring employees is a major decision that has long term effects on your business. Learn behavioural based interviewing techniques and how to attract and retain employees in this challenging market.

Fee: \$265 + HST

60LC Wed Oct19 9am-4pm ■

TEAM COACHING (COMM-9131)

Teamwork remains the one sustainable competitive advantage that has been largely untapped. In the course of this day, you will learn tools you can use right away with your team to increase positivity and team cohesion. Understand how toxic communication styles are undermining your team's results and learn what to do about them by creating sustainable improvements to relationships and communication. Discover how to measure your team's success using a variety of team-based and leadership assessment tools.

Fee: \$315 + HST

60LC Wed Oct5 9am-4pm ■

TIME MANAGEMENT (MGMT-9100)



Learn how to hone and improve your personal and professional time management skills through a variety of exercises, theory and discussion. A great resource for employees looking to increase their productivity and efficiency in the office!

Fee: \$265 + HST

60LC Fri Oct28 9am-4pm ■

Professional Business Packages



ADMINISTRATIVE ASSISTANTS PACKAGE (BUSI-9121)



This package includes three workshops geared to motivate assistants who are seeking to improve their skills and play a key, productive role in the success of their organizations. **Workshops included:** *Internal Communications, Professional Business Writing and Managing Difficult Situations.* By registering for all three workshops you save approximately \$50. See individual course for time and detailed description.

Fee: \$699 + HST

60LC Tue/Thu Sep29/Oct20/Nov1 9am-4pm ■

E-MARKETING PACKAGE (MKTG-9022)



Maximize your presence on the Internet with this package of valuable workshops. Explore the uses of *Social Media* and how it can be used to market your business. *Search Engine Optimization* will show you how to best position your company and ensure that you are at the top of any client's web search. Round out your experience with *Google Ad*, which will introduce you to new methods of web advertising. See individual course for time and detailed description.

Fee: \$579 + HST

60LC Sat/Fri/Thu Oct1/Oct14/Oct27 ■

Times: 9am-4pm & 6:30-9:30pm

MEETING ADMINISTRATION PACKAGE (ADMN-9007)

Involved in planning or running meetings? This package will assist individuals with both tasks. The package begins with *Meeting Planning*, and moves into the operation of a meeting with *Making Meetings Matter*, and record keeping in *Introduction to Minute Taking*. Ideal for anyone involved in the administration of meetings. See individual courses for times and descriptions.

Fee: \$699 + HST

60LC Mon/Fri Oct14/Oct24/Nov7 9am-4pm ■

PROFESSIONAL SALES PACKAGE (BUSI-9124)

This package includes two workshops to enhance your sales techniques in today's challenging market. Build your presentation skills and enhance your selling strategies. **Workshops included:** *Business Presentation Skills and Value Selling.* See individual course for time and detailed descriptions.

Fee: \$399 + HST

60LC Mon Oct3/Oct17 9am-4pm ■

PROJECT MANAGEMENT PACKAGE (BUSI-9130)



This package includes three workshops that will help individuals quickly gain knowledge in the fundamentals of project management. Starting with *Project Management Fundamentals*, explore the basics as you advance into *Fundamentals of Project Scheduling*, and finish off with the practical application using *Microsoft Project Basics*. By registering in all three workshops, you save \$75. See individual courses for times and detailed descriptions.

Fee: \$699 + HST

60LC Thu/Fri Sep23/Oct13/Oct28 9am-4pm ■

SUPERVISORS PACKAGE (MGMT-9108)



This package includes three workshops to motivate supervisors to attract and retain employees, empower yourself and those around you, as well learning how to develop an effective performance management system for your organization. **Workshops included:** *Recruitment & Retention Strategies for the Employer, Leadership & Coaching as well as Performance Management.* By registering for all three workshops you save \$50. See individual course for time and detailed description.

Fee: \$699 + HST

60LC Wed Sep14/Sep28/Oct19 9am-4pm ■

TRAIN THE TRAINER (DEVL-9053)

The importance of training your employees has been proven to increase productivity. Training the trainer is equally important. This 2-day workshop will focus on how to: present in-front of an audience, facilitate content to a diverse audience, design a lesson plan, administer the logistical and equipment details of a workshop, create an interactive workshop utilizing group processes and audio-visual equipment and give constructive feedback.

Fee: \$499 + HST

60LC Fri&Sat Nov18&19 9am-4pm ■

Project Management



FUNDAMENTALS OF PROJECT SCHEDULING (BUSI-9101)



Proper execution on a tight deadline requires well thought out estimates of duration and resource requirements to establish an achievable plan of attack. 'In a Day' you will learn how to create a project schedule as you work with a team to understand the techniques.

Fee: \$265 + HST

60LC Thu Oct13 9am-4pm ■

MICROSOFT PROJECT ADVANCED (COMP-9510)



This workshop offers advanced techniques for increased productivity and success. Focus will be on advanced scheduling techniques, advanced resource planning, and the establishment of an effective project control system. It is recommended that those considering this workshop either first take the 'Microsoft Project Basics' session or be familiar with Microsoft Project and scheduling techniques.

Fee: \$259 + HST (TB Included)

60LC Fri Nov11 9am-4pm ●

MICROSOFT PROJECT BASICS (COMP 9511)



Microsoft Project is a valuable tool for building project schedules. The use of this application takes the hassle of calculating timelines out of your hands and engages users to be on top of the project schedule. Too often though Microsoft Project is purchased and tried without understanding schedule fundamentals. 'In a Day' you will have a good understanding of the concepts and will have created a simple project schedule to reinforce your learning. *It is recommended that participants have knowledge of project management concepts prior to attending.*

Fee: \$259 + HST

60LC Fri Sep16 9am-4pm ●

61LC Fri Oct28 9am-4pm ●

PROJECT MANAGEMENT FUNDAMENTALS (BUSI-9107)



There is no substitute for the skill of confidently managing projects in the workplace. Explore steps in the project management process and identify your role as project team members. Whatever you do in your



career, this 'In a Day' will provide you with an overview that will prove its worth, time and time again.

Fee: \$265 + HST

60LC Fri Sep23 9am-4pm ■

Service Excellence & Marketing

InoDaY

ADVANCE CUSTOMER SERVICE & CLIENT RECOVERY (DEVL-9094)

IoD

Every industry, every sector is now about service. Discover how to develop the steps to attaining service excellence, knowing your clients and managing differences. Develop effective methods of complaint handling and problem solving. The session will have special emphasis on client recovery and assessing company service strategies after a client loss.

Fee: \$265 + HST

60LC Fri Nov4 9am-4pm ■

EVENT MANAGEMENT 101 (MKTG-9017)

IoD

Are you a good organizer and enjoy coordinating events both professionally and socially? This one-day workshop is open to all learners who have an interest in how to be creative, technical, and logistical in the coordination of successful events.

Fee: \$265 + HST

60LC Sat Oct1 9am-4pm ■

INTRODUCTION TO GOOGLE ADWORDS (COMP-9575)

IoD

Learn how to place an ad in the right-hand column of Google's search pages. This course will introduce you to the basics of good AdWords. You will learn about Google's Search Engine Response Pages and AdSense network ad placements. This includes the costs involved, how to start your account, create campaigns, run ads, select keywords and manage your project for best results. This is an introductory course. *A free Gmail account is required for you to take part in the "hands on" portion of the class – bring your Gmail username and password with you to class.*

Fee: \$99 + HST

60LC Thu Oct27 6:30-9:30pm ■

SEARCH ENGINE OPTIMIZATION (INFO-9013)

IoD

This workshop is designed to help you get your website more exposure when potential clients use any search engine. Discover tips and techniques to get you website more visible on the net!

Fee: \$249 + HST

60LC Fri Oct14 9am-4pm ■

SOCIAL MEDIA MARKETING FOR SMALL BUSINESS (MKTG-9021)

IoD

This workshop provides an introduction to social media, emphasizing the impact of new technologies on small businesses. This one-day introductory course is designed to simplify and demonstrate the many new

channels of marketing, advertising and communication that make up Social Media and Web 2.0. Students will learn about online social networks, social bookmarking/tags, consumer generated content, blogs/microblogs, brand monitoring and optimizing their organization's website for social media.

Fee: \$265 + HST

60LC Sat Oct1 9am-4pm ■

VALUE SELLING (BUSI-9123)

IoD

To be successful in today's competitive and challenging business environment requires an ability to establish long-standing relationships based on integrity and trust. Your customers are looking for partners that understand their business. This workshop delivers powerful selling strategies and techniques that are guaranteed to enhance your sales revenue and profitability and instill confidence in your ability to succeed.

Fee: \$265 + HST

60LC Mon Oct17 9am-4pm ■

READY TO REGISTER? TURN TO PAGE 2 TO LEARN HOW!

Now You Can Earn Credits Towards Fanshawe College Business Diplomas Through Continuing Education!

What We Offer:

ACCT-1004	Principles of Accounting I ✓	FINA-3007	Taxation I
ACCT-1011	Principles of Accounting II ✓	FINA-5006	Taxation Advanced ✓
ACCT-3022	Cost Accounting ✓	LAWS-1013	Business Law ✓
ACCT-3036	Accounting I – Intermediate ✓	MATH-1052	Business Math ✓
ACCT-3037	Accounting II – Intermediate ✓	MGMT-1021	Small Business Management ✓
BUSI-1005	Introduction to Business Processes ✓	MGMT-3010	Leadership in Organizations
BUSI-1060	Strategies for Success ✓	MGMT-3021	Ethical Issues in Business ✓
COMP-1090	Business Microcomputer Applications ✓	MKTG-1012	Principles of Marketing I ✓
ECON-1002	Economics I ✓	SYST-3002	Business Information Systems ✓
ECON-1005	Economics II ✓		
FINA-1018	Finance & Accounting for Non-Accountants ✓		

For more information or to register, please email: ce@fanshawec.ca today!

To be eligible for a Business diploma, students must meet program admission requirements and achieve a cumulative 2.0 GPA over all courses.





Education & Languages

Education graduates enjoy diverse career outcomes in challenging and stimulating settings from education through to the corporate sector. Equipped with transferable skills, including excellent problem solving, communication and organizational skills, our graduates are able to move in and around a broad range of industries. Our courses offer students an education that is rich in theory and balanced through practical application, which prepares people to work in all areas of education.

Featured Programs

Teaching English as a Foreign Language (TEFL)

Teaching English as a Second Language (TESL)

"The washback in this course was invaluable and refreshing. I am now more aware of providing the necessary feedback to my students." (Participant in EDUC-1053)

"The TESL program has given me the important and necessary skills to start a successful career as an ESL instructor." (Participant in EDUC-1054)

"This software certainly provides an enormous range of activities for learners who want to incorporate a computer in their language learning. There are many innovative and dynamic components, especially its word, phrase, and sentence listening/speaking activities." (regarding Online Language Learning)

Experience an engaging learning opportunity that combines the most innovative content with the latest in learning theory and pedagogy while leveraging state of the art technology. A variety of in depth, interactive language learning programs are available based on authentic materials which can be customized to suit your individual language needs.

Online Language Learning

YOUR INTERACTIVE LANGUAGE EXPERIENCE INCLUDES:

- Easy-to-comprehend content created by expert instructional designers
- Specialized oral communication content
- Business and culture specific content
- Reading, writing, speaking, and listening workshops
- Speech recognition with playback and achievement scale
- Spoken error tracking system (SETS®) technology which automatically detects and corrects pronunciation errors
- Professional voice-overs, videos, 3D animations and real-world graphics
- 10,000 vocabulary words classified by lexical group
- Accessibility – anywhere and anytime!

LANGUAGES OFFERED:

English (ESL), Italian, French, Dutch, Spanish, German, Japanese (on-site)



PROGRAMS & COURSES

EDUCATION

Teaching English as a Foreign Language (TEFL) & Teaching English as a Second Language (TESL)



This program is offered on a part-time basis only. As a TESL Ontario Recognized Training Institution, Fanshawe College delivers part-time TEFL/TESL that prepares individuals to teach ESL to adult learners and is designed for both experienced and novice teachers. The program consists of two streams:

Stream 1 (TEFL):

A TEFL (Teacher of English as a Foreign Language) Declaration of Academic Achievement, which is designed for people who plan to teach English to non-native learners of English outside Canada.

Stream 2 (TESL):

A TESL (Teacher of English as a Second Language) Certificate, which includes all of the TEFL subjects, but also includes student observations of qualified experienced ESL teachers in a classroom environment as well as ESL class practice teaching under the supervision of a qualified experienced instructor.

ADMISSION REQUIREMENTS

FOR TESL ONTARIO CERTIFICATION:

- Successful completion of Stream 1 and Stream 2 with:

A) An undergraduate degree from a country in which English is the official language, as defined by TESL Ontario

OR

B) An undergraduate degree from a country in which English is not the official Language (as defined by TESL Ontario) and a minimum score on an English proficiency test recognized by TESL Ontario.

For complete TESL Ontario Instructor Accreditation Application guidelines, please visit www.teslontario.org/accreditation/.

Note: For PLAR inquiries, please contact Cheryl Morris at cmorris@fanshawec.ca.

Stream 1 (TEFL)

COURSES:

Linguistics ✓	EDUC-1056
Principles of Evaluation ✓	EDUC-1053
Second Language Pedagogy ✓	EDUC-1054
Social Foundations in ESL ✓	EDUC-1055
Understanding & Explaining Grammar ✓	EDUC-1057

Note: All courses are delivered in a blended format (in class sessions combined with an online component). Scheduling details are provided on the first day of class.

LINGUISTICS (EDUC-1056)

This subject presents participants with an overview of the foundations in syntax, morphology, phonetics/phonology, etc. and the applications of such to the adult ESL learner.

Fee: \$278.50 + TB

20LC Sep24-Dec10 (BL) *

In-class sessions: Sep24, Oct29 & Nov26, 9am-4pm.

PRINCIPLES OF EVALUATION (EDUC-1053)

Acquiring skills in the evaluation of students' work is critical to becoming a successful teacher. This subject teaches participants the principles and tools of ESL assessment and gives practical guidance on using and developing tasks for different language skills.

Fee: \$278.50 + TB

20LC Tue/Thu Nov1-Dec20 6-9pm (BL) *

SECOND LANGUAGE PEDAGOGY (EDUC-1054)

Pre-requisite(s): EDUC-1057, EDUC-1056

The methodology of second language teaching is crucial for success of the adult learner. The methodology of "teaching ESL students" in different areas such as speaking, listening, reading and writing is discussed.

Fee: \$423.30 + TB

20LC Mon/Wed Sep19-Dec7 6-9pm (BL) *

SOCIAL FOUNDATIONS IN ESL (EDUC-1055)

This subject examines cultural and sociolinguistic issues affecting language learning.

Fee: \$278.50 + TB

20LC Mon/Wed Oct31-Dec19 6-9pm (BL) *

UNDERSTANDING & EXPLAINING GRAMMAR (EDUC-1057)

This subject offers students the theory and practice required to explain grammar form and function to the adult ESL learner.

Fee: \$278.50 + TB

20LC Tue/Thu Sep13-Nov1 6-9pm (BL) *

Stream 2 (TESL)

TESL ONTARIO PRACTICUM STANDARDS:

- The practicum consists of 30 hours of observation and 20 hours of supervised teaching.
- TESL students must first observe classes that they teach.
- Practicum hours should be completed in at least two of these settings in Ontario:
 - LINC/Adult ESL for newcomers to Canada
 - ESL for international students at colleges and universities
 - EAP (English for Academic purposes)
 - ELT (Enhanced Language Training)
 - ESP (English for Specific Purposes)
 - OSLT (Occupation Specific Language Training)
- English Language Proficiency Test Preparation Courses
- If the supervised teaching is done all in one setting, the observation hours must be done in two or more settings.
- Classes that are observed or taught by TESL students must have a minimum of 5 students. Students must be 18 years of age or older.
- TESL students must have charge of the class during the supervised teaching hours.
- Mentoring instructors must either be TESL Ontario accredited or have training, as well as experience, that equates to or is superior to that required by TESL Ontario.

ADMISSION REQUIREMENTS:

Upon successful completion of Stream 1 (TEFL), participants must complete the following:

- Stream 2 (TESL) Practicum Application.
Please note that a Police Records Check and Vulnerable Position Screening is required with your initial application only. Please email access_studies@fanshawec.ca to request a copy of the application form.

REGISTER EARLY!

PREVENT COURSE CANCELLATIONS. REGISTER AT LEAST THREE BUSINESS DAYS BEFORE THE FIRST SCHEDULED CLASS. TO REGISTER SEE PAGE 2.

**PRACTICUM – OBSERVATION (EDUC-1058)****Pre-requisite(s): Successful completion of Stream 1**

This practicum involves 30 hours of observation of instruction and learning in the ESL classroom. It gives students the opportunity to observe different ESL classes and levels, ESL classroom dynamics, a variety of learning and instructional styles and techniques, and practical teaching skills such as classroom management, instructional methods and strategies, time/content/material management, and instructional language.

Fee: \$197.50

20LC / 21LC / 22LC

PRACTICUM I (EDUC-3006)**Pre-requisite(s): Successful completion of Stream 1 & EDUC-1058**

(10 hours of practice teaching and 20 hours of other instructional activities) This practicum gives students an opportunity to teach a class, utilizing all the principles that have been taught in previous TESL subjects. Students must complete all specified subjects before beginning Practicum I.

Fee: \$197.50

20LC / 21LC / 22LC

PRACTICUM II (EDUC-5001)**Pre-requisite(s): Successful completion of Stream 1, EDUC-1058 & EDUC-3006**

(10 hours of practice teaching and 20 hours of other instructional activities) This practicum is similar to Practice Teaching - Practicum I. It allows the student to gain additional teaching experience in a different ESL class/stream/level.

Fee: \$197.50

20LC / 21LC / 22LC

ONLINE LANGUAGE TRAINING**NEW!**

As the world gets smaller, a key strategic asset has become language proficiency. When preparing today's learner for the challenges of the world they will lead tomorrow, the following ESL, French, Spanish, Italian and Japanese courses are an essential part of the learning equation. Learn how to best interact globally in order to avoid misunderstandings. Each language program delivers cultural texts, workshops – a robust, multi-sensory learning experience. Major areas of language learning include: speaking, comprehension, reading and writing – leading to better language skills and higher retention rates. Offering the latest in language learning technology, these special interest courses are designed to engage students in a fully interactive environment, fostering language mastery.

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

COMPUTER REQUIREMENTS:

- Windows 98/2000/NT/XP/2003
- High Speed Internet connection (at least 128 kb/s)
- Internet Explorer 5.5 or higher
- Netscape 6.2 or higher
- Flash 6.0 or higher
- Processor: Pentium-class or higher
- RAM: 64MB (128MB recommended)
- 16-bit sound card
- Mouse
- Speaker and microphone or headset
- PC only (no Macs)

Quality...

- Covers reading, writing, listening, speaking, and culture
- Organized into paths with pedagogical logic
- 37 different activity types

Engaging...

- Speech recognition & pronunciation analysis
- Animations and video throughout
- Hands-on workshops and exercises

Flexible...

- Anytime and anywhere access
- Based on your schedule

Effective...

- Advanced pedagogy
- Multi-sensory learning experience
- Results through consistency

COURSE OVERVIEW:

Combining the proven methodology of the communicative approach with state-of-the-art-technology, the following courses will teach you to speak a variety of languages in the same environment you learned your native language. With full language immersion, the courses will keep you engaged and learning faster than you could imagine. As part of the program, the first step is to take a placement test which provides direct feedback allowing the participant to select and commence with the appropriate level of language study – beginner, intermediate or advanced.

Dutch**EVERYDAY & PROFESSIONAL SITUATIONS (DUTC-9004)**

This course challenges participants to build new Dutch speaking, comprehension, reading, writing, vocabulary and grammar skills through an interactive and engaging online experience.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

English as a Second Language (ESL)**EVERYDAY & PROFESSIONAL SITUATIONS (EASL-9003)**

The depth of this course includes learning all major areas of the English language: speaking, comprehension, reading, writing, grammar, pronunciation, vocabulary and cultural awareness. Participants can choose topics of interest ranging from interpersonal communication skills for everyday situations to professional interactions such as client/business relations, conducting effective meetings, presentations, business negotiations, policies and business calls. Various levels (beginner, intermediate and advanced) challenge participants to become more confident and comfortable conversing fluently in the English language.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

LOOKING FOR PROFESSIONAL DEVELOPMENT?**EXPERIENCE THE DIFFERENCE A DAY CAN MAKE!**REGISTER FOR AN IN A DAY WORKSHOP.
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WWW.FANSHAWEC.CA/INADAY**PROFESSIONAL DEVELOPMENT | InaDaY**



French

EVERYDAY & PROFESSIONAL SITUATIONS (FREN-9013)

This interactive language course lays a foundation focusing on basic French language principles while using real-world scenarios and phrases to build on new speaking, comprehension, reading, writing, vocabulary and grammar skills. Participants are immersed in everyday situations and progress to the business aspects of the French language covering topics such as formal and legal business interactions, contract writing, conducting meetings and business letters.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

German

EVERYDAY & PROFESSIONAL SITUATIONS (GRMN-9009)

This course focuses on building German language skills to increase fluency and cultural awareness for everyday and professional purposes.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

Italian

EVERYDAY & PROFESSIONAL SITUATIONS (ITAL-9005)

Participants with very little previous Italian language exposure can build new vocabulary, grammar and communication skills in a real-world context and progress to obtain more complicated grammar rules and sentence structures for everyday and professional situations.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

Japanese

EVERYDAY & PROFESSIONAL SITUATIONS (JAPN-9003)

This course is designed to assist participants in becoming fully proficient in the Japanese language for a variety of purposes. *Note: This course can only be*

accessed on-site at Fanshawe College in Room A1029. Please call for lab hours and availability.

Fee: \$305.50 + HST

01LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

Spanish

EVERYDAY & PROFESSIONAL SITUATIONS (SPAN-9022)

This course exposes participants to the Spanish language and focuses on basic language principles to advanced communication skills for everyday and professional situations. Each level of learning is designed to help participants become fully proficient in the target language.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

American Sign Language (ASL)



This series of graduated sign language courses will make beginners into experts through interpretive signing, which assists students to better understand and communicate with the deaf.

COMPULSORY COURSES:

- COMM-1084 American Sign Language 101 ✓
- COMM-1085 American Sign Language 102 ✓
- COMM-1086 American Sign Language 103 ✓
- COMM-3033 American Sign Language 201
- COMM-3034 American Sign Language 202
- COMM-3038 American Sign Language 203
- COMM-5014 American Sign Language 301

AMERICAN SIGN LANGUAGE ASL 101 (COMM-1084)

This introductory course is designed for the student with no previous knowledge of American Sign Language (ASL) or with basic communicative competencies. Students learn to handle basic everyday communication. Exchanging Information, identifying others and giving simple directions. Topics centre on personal information, immediate environment and work environment. Grammar is introduced in context with an emphasis on developing question and answer skills. Cultural notes and videotapes provide information on deaf culture

and deaf community.

Fee: \$197.50 + TB

01LC Mon Sep26-Dec5 6-9pm (C) ✱

AMERICAN SIGN LANGUAGE ASL 102 (COMM-1085)

Pre-requisite(s): COMM-1084

The purpose of the second course in American Sign Language is to further the student's abilities in refining the skills learned/retained in ASL 101. The student learns to handle talking about activities, time concepts, asking for repetition, giving directions, describing other, and making requests. Grammar is introduced in context with an emphasis on using question and answer skills, directions, and descriptions. Cultural notes and videotapes provide information on deaf culture and deaf community.

Fee: \$197.50 + TB

01LC Wed Sep28-Nov30 6-9pm (C) ✱

AMERICAN SIGN LANGUAGE ASL 103 (COMM-1086)

Pre-requisite(s): COMM-1085

American Sign Language 103 will enable students to complete the book/video text of Level 1. Students will be able to rehearse conversation strategies for getting attention, asking for clarification, and correcting information to minimize misunderstandings. Talking about family and occupations, attributing qualities to others, and talking about routines will be the major topics.

Fee: \$197.50 + TB

01LC Thu Sep29-Dec1 6-9pm (C) ✱

DID YOU KNOW YOU HAVE TO APPLY TO GRADUATE?

GO TO WWW.FANSHAWEC.CA/CE,
CLICK ON THE ADDITIONAL INFORMATION
LINK AND THEN DOWNLOAD THE
GRADUATION APPLICATION FORM.
FOR MORE INFO CALL 519-452-4444.





Gateway for International Professionals

The Gateway for International Professionals is helping bridge the gap between education, experience and employment. International professionals often come to Canada with a breadth and depth of experience and credentials that simply aren't recognized here.

Fanshawe College, in collaboration with Government, Professional Associations and Local Community Partners, offers bridging programs, language & cultural and courses that provide the education, language skills and cultural experience needed to succeed in the Canadian workplace at levels that correspond with their qualifications.

Featured Programs

Occupation Specific Language Training (OSLT)

- Business
- Health Care
- Technology

Bridging for Internationally Educated Nurses (BIEN)

Online Language Training

BIEN Program

"Communication in nursing was a really good course. It is very focused on nursing and has a lot to do with the psychological aspects to handle difficult patients, colleagues and different cultures. I learned useful strategies to help build my confidence when dealing with these types of situations."

(Participant in COMM-3045)

OSLT – Business Accounting & Finance

"Coming from a French country, this course was the opportunity for me to learn certain common accounting concepts in English. Beyond the accounting aspects, the course taught me some important things to do or avoid in a workplace in Canada I wouldn't have known about."

(Participant in EASL-1011)

OSLT – Technology

"I learned a lot of soft skills in this course such as using telephone strategies, presentations and interview skills. I will recommend this course to other professionals who are looking for professional jobs."

(Participant in EASL-1013)



OSLT Occupation-Specific Language Training

Are you new to Canada?

Want to improve your workplace communication skills?

Free occupation-specific language training courses will teach you the language and workplace culture skills required to communicate effectively in your job. Gain the communication skills you need to build a successful career in your field.

There is an urgent and growing need for occupation-specific language training in Ontario. The Government of Canada provides funding to support a major initiative to develop accessible, client-centred, workplace Occupation Specific Language Training (OSLT) for Internationally Trained Individuals with courses specializing in the Accounting, Technology, Health and Business sectors.

These courses integrate the linguistic, occupational and sociocultural aspects of occupation specific language training for immigrants into curriculum for each sector. Canadian Language Benchmarks will be used to anchor the curriculum in common descriptors of language proficiency.

The OSLT curriculum covers the essential components of becoming eligible for, finding and retaining employment in an occupation or sector. This includes the language required to work in or undertake training for an occupation, the context of communication in workplaces in Ontario, a review of Canadian workplace legislation, and job search techniques appropriate to the industry or occupation.

ELIGIBILITY:

To access free language training:

- Participants must be CIC eligible as Permanent Residents or Protected Persons
- Language assessment by an approved CIC assessor in the range of Canadian Language Benchmark (CLB) of 6-8

Note: Students must write a Canadian Language Benchmark Assessment (CLBA) at the London Cross Cultural Learner Centre prior to the class start.



Citizenship and Immigration Canada

Citoyenneté et Immigration Canada

To register, email msanchez@fanshawec.ca
or phone 519-667-2392 x238

ENGLISH AS A SECOND LANGUAGE EVERYDAY & PROFESSIONAL SITUATIONS (EASL-9003)

The depth of this online course includes learning all major areas of the English language: speaking, comprehension, reading, writing, grammar, pronunciation, vocabulary and cultural awareness. Participants can choose topics of interest ranging from interpersonal communication skills for everyday situations to professional interactions such as client/business relations, conducting effective meetings, presentations, business negotiations, policies and business calls. Various levels (beginner, intermediate and advanced) challenge participants to become more confident and comfortable conversing fluently in the English language.

Fee: \$305.50 + HST

40LC Continuous Intake (OL)

Note: Each special interest course is 4 months in length, from the date of licence activation and non-refundable. Licences must be obtained from the Continuing Education Office (A1037). Proof of registration is required.

OSLT COURSE OFFERINGS

WORKPLACE COMMUNICATIONS SKILLS FOR BUSINESS (EASL-1011)

This course focuses on the language and socio-cultural communication requirements of entrepreneurs and sales and marketing occupations at CLB 6 to 8. The course addresses the language and communication skills needed to find and share information with others; communicate using technology such as telephone and email; manage interactions with colleagues, clients and business associates.

01LC Mon/Wed/Fri Sep7-Dec21 8:30am-12:30pm (C)

WORKPLACE COMMUNICATIONS SKILLS FOR HEALTH SCIENCES (EASL-1012)

This course focuses on the language and socio-cultural communication requirements of dental hygienists, medical radiation technologists, nurses, personal support workers and sleep technologists. It addresses the language and communications skills needed to collect and share information with others; communicate using technology such as a telephone and email; manage interactions with colleagues and clients.

01LC Mon/Wed/Fri Sep7-Dec21 1:30-5:30pm (C)

DID YOU KNOW?

SOME OF OUR COURSES NOW OFFER VARIOUS START DATES RATHER THAN JUST AT THE BEGINNING OF THE SEMESTER.



Bridging for Internationally Educated Nurses (BIEN)

**Are you an Internationally Educated Nurse?
Do you want to practice nursing in Ontario?**

The Bridging for Internationally Educated Nurses (BIEN) Certificate program has been designed to integrate your pre-existing skills and knowledge as a nurse into the Canadian context of Canadian nursing culture, language proficiency, and Ontario practicing standards required to successfully complete courses, gain registration and sustain your nursing employment. An individualized program of study will be created for each participant in accordance with CNO Letters of Direction.

The BIEN curriculum enables nurses to meet the regulatory requirements of the College of Nurses of Ontario for registration in the general class and eligibility to write the examination for registration as an RN or RPN in the province of Ontario. Graduates required to show proof of English fluency with the College of Nurses of Ontario will satisfy the English fluency requirement.*

The Ministry of Citizenship and Immigration is funding this initiative to develop accessible, IEN-centered courses that focus on bridging the cultural and language gaps many internationally educated nurses face in Ontario.

ELIGIBILITY:

To access tuition-free individualized program of study; internationally educated nurses shall provide:

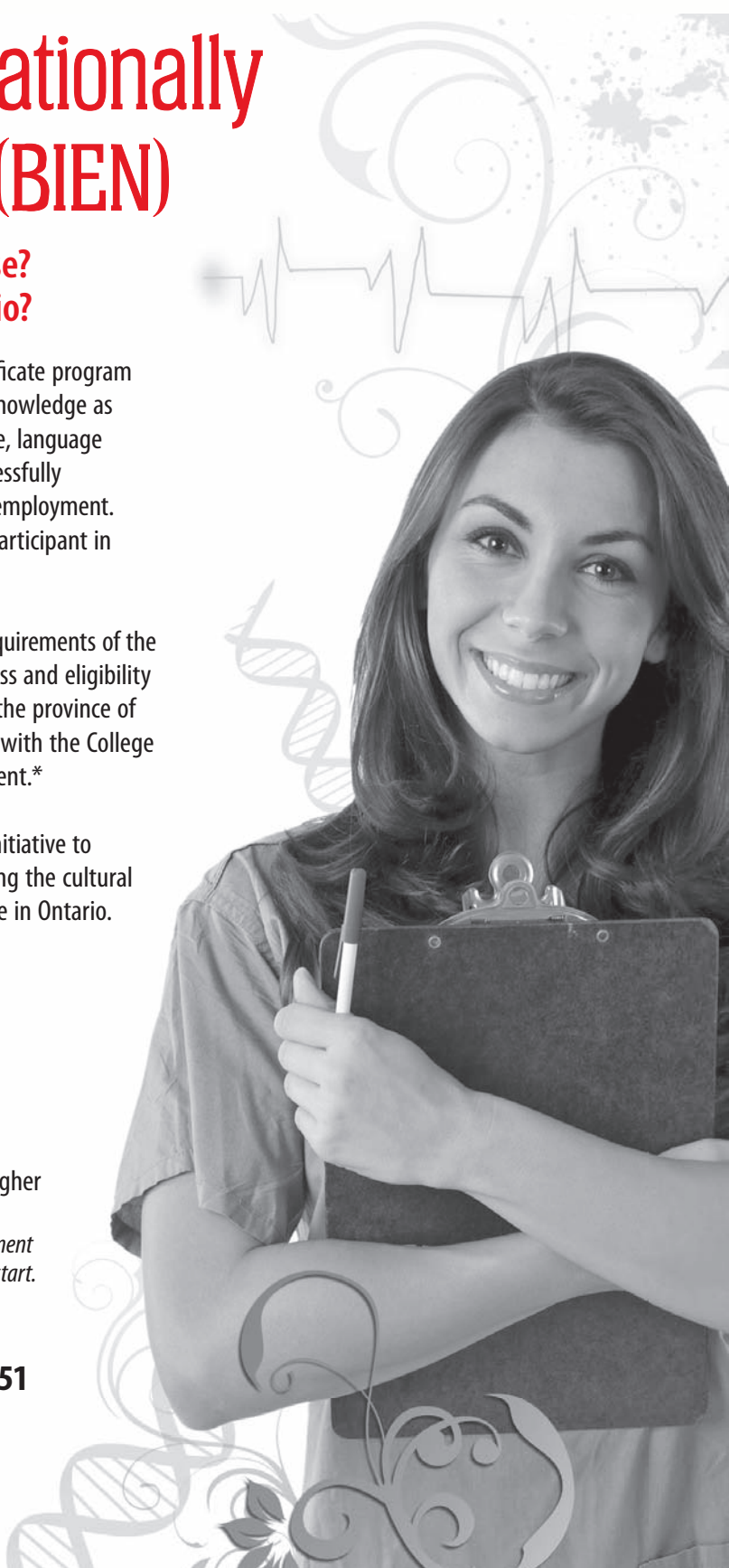
- Letters of Direction from the College of Nurses of Ontario
- Eligibility as Canadian Citizens, Permanent Residents, or Protected Persons
- Proof of Canadian Language Benchmark (CLB) Level 6 or higher

Note: Students must write a Canadian Language Benchmark Assessment (CLBA) at the London Cross Cultural Learner Centre prior to the class start.

**For an appointment, please contact
ftran@fanshawec.ca or call 519-667-2392 x251**



* English fluency requirements subject to change per College of Nurses of Ontario.





Bridging for Internationally Educated Nurses (BIEN)



MINIMUM CERTIFICATE REQUIREMENTS:

Communication in Nursing ✓	COMM-3045
Healing & Episodic Health ✓	NRSG-1047
Laboratory Practice 1 ✓	NRSG-1049
Nursing in Ontario ✓	NRSG-6028

ADDITIONAL COURSES:

Clinical ✓	HLTH-1146
Health & Transitions	NRSG-1048
Laboratory Practice 2 ✓	NRSG-1050
Nursing Informatics ✓	HLTH-1139
Pharmacology ✓	PHRM-1040
Preceptorship ✓	HLTH-1147

Students must successfully complete required theory courses prior to clinical placement. Placement will take place in London, consolidation hours can be completed in London or surrounding area.

Note: For clinical placements students must provide evidence of good health, which will include a medical review, immunization and TB. test, a standard First Aid and CPR certificate, a criminal screen, and a mask fit test. Contact ftran@fanshawec.ca.

CLINICAL (HLTH-1146) & PRECEPTORSHIP (HLTH-1147)

Clinical placements give you hands-on practice and experience in different work environments. You will be placed on one or more supervised and preceptored affiliated clinical sites. Sites include acute and long term care facilities. Placement is individualized and based on clinical availability. **Note:** Please contact ftran@fanshawec.ca for clinical or preceptor placement

COMMUNICATION IN NURSING (COMM-3045)

Designed to help internationally educated nurses strengthen English communication skills! You will demonstrate both theoretical and practical application exercises reflective of communication activities nurses face in the context of the Canadian medical setting.
05LC Tue Oct11-Jan17 5:30-9:30pm (C)

HEALING & EPISODIC HEALTH CHALLENGES (NRSG-1047)

This course focuses on experiences with health and healing during episodic health challenges with individuals and families. Learners will discuss basic concepts of healing and illness and the impact of medical and surgical interventions. Collaboration, critical thinking, problem solving, health teaching and health promotion will be emphasized as students learn about caring modalities.
25LC Wed Oct5-Jan25 5:30-9:30pm (BL)

LABORATORY PRACTICE 1 (NRSG-1049)

This lab course provides the opportunity to learn assessment techniques and clinical skills in a simulated setting in preparation for clinical practice. Skills taught are correlated to nursing theory. Students will learn the principles and knowledge underlying nursing techniques in order to develop safe and effective practice styles when planning and carrying out care. Collaboration, critical thinking, problem solving and relevant health teaching will be emphasized.
05LC Thu Oct6-Jan5 5:30-9:30pm (C)

LABORATORY PRACTICE 2 (NRSG-1050)

This course allows students to develop dexterity and skill in more complex nursing techniques. Students will learn the principles and knowledge underlying these nursing skills in order to develop safe, effective practice when planning and carrying out the care. Collaboration, critical thinking, problem solving

and relevant health teaching approaches will be emphasized. A nursing supply kit is required to be purchased at the bookstore.
05LC Thu Oct6-Jan5 5:30-9:30pm (C)

NURSING INFORMATICS (HLTH-1139)

Add computer skills necessary for nursing to your resume! This course provides an introduction to the Windows-based operating system, word processing, email, and internet applications. Learn about standards related to data security, privacy and confidentiality, computerized patient monitoring systems and devices, Tele-health, and nursing informatics.
25LC Mon Oct17-Jan23 6:30-9:30pm (BL)

NURSING IN ONTARIO (NRSG-6028)

This course examines professional nursing from a broader perspective. It provides an introduction to the theoretical and ethical foundations of nursing and examines current issues challenging the health care system, policy development, trends, and the reform to the delivery of health care in Canada. Legal and ethical concepts are addressed as well as the role and influence of the registered nurse and registered practical nurse with regard to health care policy, political process, leadership and creating change in order to foster client and societal health.
05LC Mon Oct17-Jan23 6-9pm (C)

PHARMACOLOGY (PHRM-1040)

An emphasis is placed on the study of drugs and actions in the human body related to the nursing practice. Key drugs or prototypes within each drug classification are identified. The course will focus on essential assessment, nursing interventions, specific age-related considerations and patient education for each drug classification. Students will develop critical thinking skills in relation to drug therapy in certain health conditions.
05LC Tue Oct4-Dec20 6:30-9:30pm (C)

ARE YOU READY TO GRADUATE?

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FOR MORE INFO
CALL 519-452-4444

FANSHAWE COLLEGE CONTINUING EDUCATION REGISTRATION TIPS

- ➔ REGISTER EARLY Avoid course cancellations!
- ➔ SIGN UP FOR EMAIL NOTICES Be the first to find out about course cancellations, early registration, new programs and courses, contests, and more!
- ➔ KNOW WHERE YOU STAND Check out our refund and withdrawal policies on page 5.





GENERAL EDUCATION CREDITS

A Culture Of Addictions ✓	PSYC-1067
Art History & Theory ✓	ARTS-1013
Contemporary History ✓	HIST-1009
Cults & Terrorism ✓	SOCI-1041
Environmental Citizenship ✓	ENVR-1016
Growing Up Digital – Living & Working in Canada ✓	DIGL-1023
Hispanic Culture & Language ✓	SPAN-1004
Hockey Hall of Fame Presents ✓	RECN-1034
Hollywood: The Viewer's PERSPECTIVE ✓	FILM-1007
Human Sexuality ✓	SOSC-1010
Intro to Children's Literature ✓	LIBS-1004
Myths & Legends ✓	LIBS-1002
Personality Psychology ✓	PSYC-1081
Political Geography ✓	GEOG-1004
Racism & Discrimination ✓	SOCI-1040
Science Fiction ✓	LIBS-1003
Sexual Violence ✓	SOSC-1008
The Meaning Of Sex ✓	SOSC-1048
Understanding Literature ✓	ENGL-1048
War & Terrorism ✓	SOCI-1053
What in the World is Going On? ✓	COMM-1108

A CULTURE OF ADDICTIONS (PSYC-1067)

In this course we will examine the factors influencing alcohol and substance abuse and addiction. We will discuss motivations for drug use, how drug use is regulated, and the relationship between contemporary youth culture and drinking and drugging behaviours. Finally, we will explore types of drugs and their effects.

Fee: \$278.50 + TB

90LC	Tue	Sep6-Dec6	5:30-8:30pm	(C)	*
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ART HISTORY & THEORY (ARTS-1013)

This course is designed to familiarize students with early historical foundations to present day exemplars of art making. World art with an emphasis on Western art history (from renaissance to today) and minor focus on international art (Canadian, Contemporary, Asian, First Nations, Islamic, etc. is covered. Students will be expected to complete required readings, write an essay and final examination.

Fee: \$340.70 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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CONTEMPORARY HISTORY (HIST-1009)

Only by knowing where we came from can we begin to know where we are going. This course explores the important events of the 20th century or what has been referred to as the "revolutionary century". Through a global perspective, we will examine such monumental events as the First and Second World Wars, the Russian Revolution, the rise of Fascism, the Cold War and how they shaped the world today. The course will also focus on the economic, political and cultural significance of these events globally, focusing on a number of different countries.

Fee: \$278.50 + TB

90LC	Tue	Sep6-Dec6	5:30-8:30pm	(C)	*
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CULTS & TERRORISM (SOCI-1041)

This course will focus on conformity issues surrounding religious fundamentalism, sects, cults and terrorist groups. The reasons why people join and why they may have a difficult time leaving will be

examined. Society's contributions to supporting cultic groups will be explored. Strategies for protecting individuals and vulnerable populations from cultic and terrorist activity will be developed.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb2	(OTLN)	◆

ENVIRONMENTAL CITIZENSHIP (ENVR-1016)

Based on the general principles of national citizenship, environmental citizenship goes beyond national borders to emphasize global environmental rights and responsibilities – to focus on both conservation of and planned sustainable use of our planet's resources, as well as the recognition that environmental health is a prerequisite to human health. Environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action. This course is a journey into adopting attitudes and behaviours that foster global environmental responsibility.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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GROWING UP DIGITAL – LIVING & WORKING IN CANADA (DIGL-1023)

Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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HISPANIC CULTURE & LANGUAGE (SPAN-1004)

This course is designed for students who have an interest in getting an overview of the varied cultures in which the Spanish language is spoken. This course will survey the influences of Hispanic culture and language in areas such as art, literature, film, and music. Students will develop an understanding of what shaped these diverse cultures that are united by history and language. The students will also acquire some basic Spanish language and vocabulary skills that will help them to converse at a basic level in a variety of contexts.

Fee: \$278.50 + TB

90LC	Tue	Sep6-Dec6	5:30-8:30pm	(C)	*
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HOCKEY HALL OF FAME PRESENTS (RECN-1034)

This subject details the incredible growth of Canada's national pastime, including the NHL's formation, the "original six" and national/international expansion.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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HOLLYWOOD: THE VIEWER'S PERSPECTIVE (FILM-1007)

This course explores film from an audience perspective by analyzing both how and why our culture watches movies. The course examines the "Hollywood" formula and its appealing offer of comfort, closure, and familiarity to viewers. In addition, the degree to which cinematic rules can be bent and/or broken before an audience loses interest is a primary focus of the course. Focusing on four categories of film theory "Character Identification, the Male Gaze, Auteur Theory, and Narrative" this course examines the way mainstream film has influenced patterns of spectatorship, and promotes critical analysis of contemporary media.

Fee: \$278.50 + TB

90LC	Tue	Sep6-Dec6	5:30-8:30pm	(C)	*
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HUMAN SEXUALITY (SOSC-1010)

This analysis of human sexuality draws on historical, theoretical, cross cultural, and life cycle perspectives of sexual attitudes, behaviours, development, and experiences. Selected topics may include: gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆

INTRO TO CHILDREN'S LITERATURE (LIBS-1004)

If something is important for children, it is important for adults. This subject introduces students to children's literature, its history and development, and its rich variety of forms and techniques. It focuses on major authors in children's literature and on the important issues presented in those works that have captivated children and adult readers over time. (*This subject may contain material that is explicit and/or offensive.*)

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

MYTHS & LEGENDS (LIBS-1002)

This subject is an introductory study of the universal and enduring presence of myths and legends. Students explore creation myths, hero/heroine myths, dominant archetypes, 'modern' myths, and other topics. This fabulous journey showcases how a distant past connects to our contemporary world.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆

PERSONALITY PSYCHOLOGY (PSYC-1081)

Personality psychology is a branch of psychology that defines what personality is and how it influences our behaviour and actions. This course will seek to understand how personality is developed. Through an examination of current research and theories, the course will explore patterns of thoughts, feelings, and behavior that make a person unique. Personality assessment and intelligence testing will be explored.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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POLITICAL GEOGRAPHY (GEOG-1004)

This course will examine the geopolitical forces impinging on global politics, while treating regions and countries of the world that are significant from a Canadian perspective. We explore the earth's physical features, natural resources, environmental conditions, climate, population characteristics, and economic forces. The course relates these to the conduct and status of political entities such as nation-states and international institutions, as well as religious, ethnic, gender, and ideological groups. The course ends with a study of the Middle East, Africa, southern Asia, Europe, Russia, Latin America and the Caribbean.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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RACISM & DISCRIMINATION (SOC1-1040)

This course will target racism and discrimination that are observed in the Canadian multiculturalism context. Learners are able to identify types of discriminations and racisms based on our cultural values and find the connection between discrimination and the society. We will also analyze sociological factors such as the media that could cause biases and prejudice. The objective of this course is to enhance the sensitivity and intolerance of the mistreatment based on racial or ethnic background and to consider how to handle these issues as occupational professionals and individuals in this pluralistic society.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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SCIENCE FICTION (LIBS-1003)

The world is constantly evolving, in large part due to our technological advances. Science Fiction is ideally suited to explore our changing world. A variety of short stories and novels exposes students to the amazing narratives and fantastic voyages of this literary genre.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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SEXUAL VIOLENCE (SOSC-1008)

Sexual violence is an ugly reality and a societal concern. This course will examine the many forms of sexual violence perpetrated by individuals. Students will study sexual violence in the context of male toward female, female toward male, as well as incest and child abuse in families. Reasons for sexually deviant behaviours (why individuals do what they do), and the latest approaches and strategies for treating both victims and perpetrators will be examined.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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THE MEANING OF SEX (SOC1-1048)

This course will explore the many dimensions of sex and sexuality, both in popular culture depictions and also within an analytic framework. Discussions about the everyday impact of sex and sexual interactions will lead to analysis of the impact of sexual

discourses, norms and stereotypes in our lives.

Fee: \$278.50 + TB

90LC	Tue	Sep6-Dec6	5:30-8:30pm	(C)	*
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UNDERSTANDING LITERATURE (ENGL-1048)

Understanding Literature acquaints students with the tools necessary to appreciate literature critically by reviewing literary history and examining different genres. Students will explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. For creative-writing students, this course will provide a framework in which to appreciate and evaluate their own writing.

Fee: \$362.70 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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WAR & TERRORISM (SOC1-1053)

The term "terrorism" has become a central part of everyday life. We hear about it on TV, we read about it on the internet and we think about it, like it or not, every time we board a plane. But what is "terrorism" exactly, who decides and why does it matter? These challenging questions form the foundation for this introductory course to "terrorism." Building from an exploration of the relationship between power and language, students will examine the historical evolution of contemporary "terrorism," paying particular attention to the root causes, enabling frameworks, aims, methods and consequences of "terrorist" activity. The course will conclude by reflecting on the apparent tension between fighting "the war on terror" and preserving civil rights.

Fee: \$297.90 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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WHAT IN THE WORLD IS GOING ON? (COMM-1108)

News stories confront us with people, places, issues, and crises from around the world. An understanding of background issues helps us make informed judgments. This subject focuses on the main news stories of the day and looks for your critical interpretations.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆

CREATE EXPLORE EXPRESS

UNLOCK THE ARTIST
INSIDE WITH OUR
ADULT SUMMER
SCHOOL OF THE ARTS.
RETURNING 2012 BY
POPULAR DEMAND!



Health Care

Fanshawe College is renowned for its health care programs, professional development refresher courses, and state-of-the-art training facilities.

If you are exploring the world of health care and want to take advantage of the in-demand career opportunities in this exciting field, Fanshawe can help. Consider one of our professional development courses. Or maybe you are looking for something more – like one of our part-time or full-time certificates in Nursing and Health Care. Either way, we’ve got you covered.

Featured Programs

- Emergency Room Nursing Certificate** (fully online)
- Food Service Worker Certificate** (fully online)
- In a Day Professional Development**
- Personal Support Worker** (evening)
- RPN Certificate to Diploma Completion Program**

“My experience at Fanshawe College as a graduate student and CE instructor has allowed me to connect with students in all walks of life. It has been an enjoyable experience to help students succeed in their chosen career path with the help of the college’s knowledgeable and supportive staff members.”

(Ida Williams, Continuing Education Instructor, Ontario Graduate Certificate in College Teaching, Fanshawe College)

“I have been an instructor for the Personal Support Worker Program now for 3 years. I am a full-time Clinical Supervisor for Personal Support Workers in the Community. I have a passion for seeing that clients are receiving the best possible care from their Personal Support Worker. Having a good knowledge base is critical for any Personal Support Worker out there on the job caring for clients. I enjoy teaching this program and know that I am helping to provide future Personal Support Workers with the fundamentals of their role which is to provide high quality, client-centered care and ensure that these individuals experience the highest quality of living that they functionally are capable of. The Personal Support Worker can make a tremendous difference in a client’s life – being that ‘ray of sunshine’ that makes their lives worthwhile.”

(Karen Mann, Continuing Education Instructor, PSW Program, Fanshawe College)

PROGRAMS & COURSES

my eLab @ Fanshawe College

my eLab

ce@fanshawec.ca

Accomplish your educational goals!

By enrolling in My eLab, you have access to an adult-friendly learning environment where you can pursue your courses on campus in a classroom setting. Benefits include: a dedicated lab reserved for eLab students, flexible hours, access to college software and resources. Best of all, you get the one-on-one support of a Learning Coach who is an experienced adult-education professional who will provide support with technical issues, assistance related to course content, and information about college services. Your coach is committed to your positive learning experience at Fanshawe, and helping you meet your academic goals.

Lab hours: Mon-Thu 11am-7pm
(effective Sep12 to Dec22).

Coach available: Mon-Thu 1-5pm. Check out the website: www.fanshawec.ca/elab.

Dates and times subject to change.
No classes Oct10 (Thanksgiving).

NURSING

Emergency Nursing Certificate (Online)

This program is designed to educate Registered Nurses interested in developing skills specific to emergency nursing. Completion of the certificate academically prepares the nurse for the CNA Emergency Nursing Certification Exam.

ADMISSION REQUIREMENTS:

- Current Registration with the College of Nurses of Ontario
- Completion of a physical assessment course

- Valid ACLS certificate for the duration of the clinical experience

COURSES:

Basic Electrocardiography ✓	NRSG-1001
Clinical Foundations in Emergency Care ✓	NRSG-6042
Emergency Nursing Clinical Practice ✓	NRSG-6047
Environmental Emergencies ✓	NRSG-6046
Helping Families in Crisis ✓	PSYC-6003
Issues in ICU/CCU/Emergency Nursing ✓	NRSG-6035
Pediatric & Adolescent Emergencies ✓	NRSG-6044
System Specific Emergency Conditions – Adult ✓	NRSG-6043

Occupational Health Nursing Certificate Program

Enhance the role of the occupational health nurse as a health and safety promoter, health teacher, competent practitioner and an effective member of the occupational health care team.

ADMISSION REQUIREMENTS:

- Current registration with the CNO
- Minimum of one year current active nursing experience

COMPULSORY COURSES:

Audiometry	HLTH-6010
Health Promotion & Protection ✓	NRSG-6010
Laboratory Practice I ✓	NRSG-1049
Occupational Health & Safety Legislation ✓	SFTY-6002
Occupational Health Field Work	NRSG-6008
Occupational Nursing Mgmt	NRSG-6013
Primary Care & Counselling	NRSG-6011
Rehabilitation Case Mgmt	NRSG-6012
Spirometry	HLTH-6011
Workplace Health Risk Identification ✓	NRSG-6009

Please email ce@fanshawec.ca for future course offerings.

Perinatal Nursing Certificate

This certificate program will prepare Registered Nurses to acquire a wide range of skills and competences required to function in a variety

of situations that require complex clinical judgment in the high risk obstetric and neonatal care settings.

COMPULSORY COURSES:

Birth Centre Clinical I	HLTH-1132
Birth Centre Care Clinical II	HLTH-1134
Essentials of Perinatal Nursing I	HLTH-1131
Essentials of Perinatal Nursing II ✓	HLTH-1133
Maternal/Newborn Nursing	NRSG-6027
<i>(Equivalent to HLTH-1131 Essentials of Perinatal Nursing) ✓</i>	
Newborn Nutrition ✓	NUTR-1008
Post Partum Clinical	HLTH-1137

Note: For clinical 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.

Practical Nurse Certificate to Diploma Completion Program

Upgrade your certificate to a diploma! Intended for RPNs currently working at full competence for RPN's as outlined by CNO.

ADMISSION REQUIREMENTS:

- Official Transcripts: Ontario Certificate Practical Nurse **AND**
- College of Nurses of Ontario (CNO) current Certificate of Registration **AND**
- Currently working to full competence as outlined by the CNO
- Resume outlining your nursing practice
- Students will be assessed on an individual basis to see which of the below courses they require.

HOW TO APPLY:

- Forward a cover letter along with:
 - 1) Copy of PN program certificate
 - 2) Letter from your employer outlining your current practice
 - 3) Copy of your current CNO Certificate of Registration **AND**
 - 4) Resume outlining your nursing practice and continuing education courses to: Fanshawe College Continuing Education, Room A1037
1001 Fanshawe College Blvd.
London, Ontario N5Y 5R6

For program information, please contact

Health Sciences at 519-452-4430 x4513.

Note: For clinical 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 (HCP level) certificate, a criminal screen, and a mask fit test.

Refresher Nursing Program for RN's & PN's

ADMISSION REQUIREMENTS:

- Letter of Direction from the College of Nurses of Ontario or current CNO registration

COURSES:

Clinical	HLTH-1146
Healing & Episodic Health Challenges ✓	NRSRG-1047
Health & Transitions ✓	NRSRG-1048
Laboratory Practice I ✓	NRSRG-1049
Laboratory Practice II ✓	NRSRG-1050
Nursing Informatics ✓	HLTH-1139
Nursing in Ontario ✓	NRSRG-6028
Pharmacology ✓	PHRM-1040
Preceptorship	HLTH-1147

Note: For clinical 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. Contact Health Sciences at 519-452-4430 x4513 for availability.

Professional Development for Registered Nurses

These courses are designed to provide preparation to Registered Nurses to acquire a wide range of skills and competencies required to function in a variety of situations that require complex clinical judgment.

Catheterization Workshops ✓	NRSRG- 9008
Footcare for Nurses – Basic ✓	NRSRG-1046
Footcare for Nurses – Advanced ✓	HLTH-1048
IM Injections ✓	NRSRG-9003
Ostomy Care & Management ✓	HLTH-9229
Parenteral Therapy – IV Maintenance ✓	NRSRG-1053
Wound Care Part 1 & 2 ✓	HLTH-9173
Wound Management Introduction ✓	HLTH-9120

BASIC ELECTROCARDIOGRAPHY (NRSRG-1001)

Health professionals employed in acute care facilities will learn basic ECG interpretation. Content will include related anatomy and physiology components of the cardiac cycle, arrhythmias, therapies and electrical treatment.

Fee: \$170.50 + TB
40LC Oct3-Nov28 (OL) *

CATHETERIZATION WORKSHOP (NRSRG-9008)

This is a 6 hour workshop intended for RNs and RPNs requiring a refreshment of manual insertion and irrigation of Adult urinary catheterization.

Fee: \$105.50 + \$25 MF
60LC Sat Oct22 9am-4pm (C) ●

CLINICAL FOUNDATIONS IN EMERGENCY CARE (NRSRG-6042)

Addresses aspects of Emergency nursing which contribute to its specialty status: triage, vascular access and fluid replacement, inter-facility transfer and transport, abuse, neglect, assault, violence including violence in the Emergency Department, collection and preservation of evidence, pain and wound management.

Fee: \$197.50 + TB
30LC Mon Sep19-Dec19 (OL) *

CLINICAL (HLTH-1146) & PRECEPTORSHIP (HLTH-1147)

Clinical placements give you hands-on practice and experience in different work environments. You will be placed on one or more supervised and preceptored affiliated clinical sites. Sites include acute and long term care facilities. Placement is individualized and based on clinical availability. **Note:** Please contact fran@fanshawec.ca for clinical or preceptor placement

EMERGENCY NURSING CLINICAL PRACTICE (NRSRG-6047)

Please contact Health Sciences at 519-452-4430 x4513 to schedule.

ENVIRONMENTAL EMERGENCIES (NRSRG-6046)

This course focuses on the affects of environmental emergencies on the client and the emergency department. Topics that will be discussed include bites and stings, toxicology and poisoning, chemical spills, hyper/hypothermia, water and altitude related emergencies, lightening strikes and disaster preparedness.

Fee: \$143.50 + TB
30LC Sep19-Dec19 (OL) *

ESSENTIALS OF PERINATAL NURSING II (HLTH-1133)

Discuss the aspects of perinatal nursing knowledge, skills, care, health promotion and education related to antepartum, intrapartum and postpartum

perinatal periods. Aspects of client/family centered care principles of childbearing women and families experiencing health challenges will be included.

Fee: \$278.50 + TB
20LC Wed Sep14-Dec21 6:30-9:30pm (BL) *

FOOTCARE FOR NURSES – BASIC (NRSRG-1046) (RN'S & RPN'S ONLY)

Designed in accordance to the provincial ministry guideline! The purpose of this course is to expand the knowledge and skills of the Registered Nurse and the Registered Practical Nurse in relation to nursing care of the feet.

Fee: \$297.50
60LC Mon/Tue Sep26-Sep27 9am-4pm (C) ●

FOOTCARE – ADVANCED (HLTH-1048)

Pre-requisite(s): NRSRG-1046

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

Fee: \$528.50
60LC Wed-Fri Sep28-Sep30 9am-4pm (C) ●

HEALING & EPISODIC HEALTH CHALLENGES (NRSRG-1047)

This course focuses on experiences with health and healing during episodic health challenges with individuals and families. Learner will discuss basic concepts of healing and illness and the impact of medical and surgical interventions. Collaboration, critical thinking, problem solving, health teaching and health promotion will be emphasized as students learn about caring modalities.

Fee: \$424.30 + TB
20LC Tue/Thu Sep20-Dec15 6:30-9:30pm (BL) *

HEALTH PROMOTION (NRSRG-1051)

This is an introductory course to provide students with beginning knowledge, skills and caring attitudes that will enable health promotion with individuals, families and communities. The development of effective strategies for client education is emphasized.

Fee: \$246.10 + TB
40LC Sep19-Dec12 (OL) *

HEALTH PROMOTION & PROTECTION (NRSRG-6010)

This course will focus on adult education strategies directed towards modifying the behaviour of individuals and groups encouraging them to accept responsibility in matters which affect their health, and taking appropriate action toward achieving a healthy lifestyle. The nurse's role in health promotion, workplace and workforce assessments, needs assessment, immunization, employee assistance programs and wellness programs will be discussed.

Fee: \$278.50 + TB
40LC Sep12-Dec19 (OL) *

HEALTH & TRANSITIONS (NRSG-1048)

This course has a focus on normal developmental transitions across the lifespan including concepts of chronicity, loss grief, end of life care and holistic care. Meanings of health, family and community will be examined. The experience of the individual with mental health challenges and illness will be addressed.

Fee: \$424.30 + TB

40LC Sep12-Nov30 (OL) *

HELPING FAMILIES IN CRISIS (PSYC-6003)


Communication with families, the dynamics of crisis, grieving and loss, organ and tissue donation, client advocacy, critical incident stress management and crisis intervention skills.

Fee: \$116.50 + TB

 30LC Sep19-Dec19 (OL) *
 (continuous intake)

IM INJECTIONS (NRSG-9003)
(RN'S & RPN'S ONLY)


Intramuscular injection is the injection of a substance directly into a muscle. Develop the practical skills of preparing and administering intramuscular injections. Review the mathematics associated with dosage calculations, classifications of medications commonly given intramuscularly, and documentation of these medications.

Fee: \$145.50 + \$30 MF

60LC Sat Nov12 9am-4pm (C) ●

INITIATION OF INTRAVENOUS THERAPY (NRSG-1036)


As an added nursing competency and in partnership with London Health Sciences Centre, this course is intended for RN's and RPN's. It is recommended that those who enroll will be able to utilize these skills on a regular basis. Completion of the self learning package, 1 hour lab practice is required PRIOR to completing 3 hours of clinical practice.

Note: Self learning packages are available for pickup in Continuing Education Room A1037 after course registration. Please bring calendar first day of class to indicate dates available for training. Training is held on Thursday mornings from 6-9am. Location: University Hospital, Floor 3, Patio 3

Fee: \$277 + \$30 MF

60LC Tue Oct11 8-9:30pm ●

ISSUES IN ICU/CCU/EMERGENCY NURSING (NRSG-6035)


This course will discuss professionalism, leadership, ethnic concern, legalities, adapting to change, interdisciplinary communication, decision-making, conflict resolution, assertiveness, stress management, advocacy, multicultural issues, quality improvement and public relations.

Fee: \$197.50 + TB

 30LC Sep19-Dec19 (OL) *
 (continuous intake)

LABORATORY PRACTICE I (NRSG-1049)

This lab course provides the opportunity to learn assessment techniques and clinical skills in a simulated setting in preparation for clinical practice. Skills taught are correlated to nursing theory. Students will learn the principles and knowledge underlying nursing techniques in order to develop safe and effective practice styles when planning and carrying out care. Collaboration, critical thinking, problem solving and relevant health teaching will be emphasized.

Fee: \$316.30 + TB

01LC Tue Sep27-Dec20 6-10pm (C) *

LABORATORY PRACTICE II (NRSG-1050)

This course allows students to develop dexterity and skill in more complex nursing techniques. Students will learn the principles and knowledge underlying these nursing skills in order to develop safe, effective practice when planning and carrying out the care. Collaboration, critical thinking, problem solving and relevant health teaching approaches will be emphasized. A nursing supply kit is required to be purchased at the bookstore.

Fee: \$316.30 + \$40 MF + TB

20LC Thu Sep22-Dec15 6-10pm (BL) *

MATERNAL/NEWBORN NURSING (NRSG-6027)

Note: An internal credit will be granted towards HLTH-1131 for students who wish to complete the Essentials of Perinatal Nursing Certificate. These courses are considered equivalent. This course is offered in conjunction with the Perinatal Outreach Program of Southwestern Ontario, St. Joseph's Health Care London. By incorporating current evidence and best practice guidelines, this course will address such topics as: Reproductive anatomy/physiology, Antenatal assessment, High risk antenatal care, Stages of labour, Nursing care during labour, Complications of labour, Non-pharmacologic/pharmacologic pain relief for labour, Fetal health surveillance, Perinatal loss, the effect of woman abuse on childbearing women, Postpartum nursing care, Postpartum mood and anxiety disorders, Breastfeeding, Newborn Assessment, Well Baby Care, Common complications during the newborn period. This is a comprehensive theory-based course intended for nursing students as well as nurses in current practice wishing to update their perinatal nursing knowledge base. *Note: This course will also be offered through videoconferencing to various sites across southwestern Ontario. For more information contact the Perinatal Outreach office by email at perinout@sjhc.london.on.ca.*

Location: St. Joseph's Health Care London, meeting room 1&2 (E1-126 & E1-128)

Fee: \$263.50 + \$15 MF + TB

 01LC Mon Sep26-Nov14 10am-4pm *
Mon Nov21 & Nov28 are added as a tentative dates only in the event of an unforeseen class cancellation. Excluding Oct10 (Thanksgiving Day).
NEWBORN NUTRITION (NUTR-1008)

This course is the first of a two-part course designed for health care providers who wish to improve their knowledge and skills in working with breastfeeding families. Anatomy and physiology, maternal nutrition and lifestyle issues, the composition of breast milk, differences between breast milk and formula, positioning and latching, infant feeding behaviour and how to problem solve common breastfeeding problems are covered. Students will learn about the "Baby Friendly Initiative" and how to protect, promote and support breastfeeding.

Fee: \$197.50 + TB

20LC Wed Sep28-Nov30 7pm-10pm (BL) *

NURSING INFORMATICS (HLTH-1139)

This course provides an introduction to the Windows-based operating system, word processing, email, and internet applications. Standards related to data security, privacy and confidentiality are introduced. Students are also introduced to the concepts of computerized patient monitoring systems and devices, Tele-health, and nursing informatics.

Fee: \$262.30 + TB

40LC Sep19-Dec19 (OL) *

NURSING IN ONTARIO (NRSG-6028)

This course examines professional nursing from a broader perspective. It examines current issues challenging the health care system, policy development, trends, and the reform to the delivery of health care in Canada. Legal and ethical concepts are addressed as well as the role and influence of the registered nurse and registered practical nurse with regard to health care policy, political process, leadership, and creating change in order to foster client and social health.

Fee: \$246.10 + TB

40LC Sep26-Dec19 (OL) *

NUTRITION FOR LIFE (NUTR-3001)

This course provides an evolutionary perspective on the human diet with emphasis on the history and culture of eating. It includes the nutrients needed for health and how various lifestyles affect nutritional needs and dietary habits. Current issues in nutrition and disease prevention strategies are also addressed.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

OSTOMY CARE & MANAGEMENT (HLTH-9229)

This overview of ostomy care and management will explore the role that the health care professional has in assisting the ostomy client and family. This workshop will include learning various techniques and tips used when changing an ostomy appliance, to ensure a secure system and successful wear time for the client. The teaching and support complications and quality of life issues across the lifespan. This session will focus on increasing understanding of the etiology, clinical manifestations, collaborative management, and treatment options for adults with Inflammatory

Bowel Disease (IBD). The difference between Ulcerative Colitis and Crohn's disease will be discussed as well as other ostomy associated diagnoses and the different types of surgical interventions.

Fee: \$145.50 + \$15 MF

60LC Sat Oct15 9am-4pm (C) ●

OCCUPATIONAL HEALTH & SAFETY LEGISLATION (SFTY-6002)

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

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *
41LC Oct17-Jan30 (OL) *

PARENTERAL THERAPY – IV MAINTENANCE (NRS-1053)

Designed for nurses caring for patients with IV therapy, this course provides students with an introduction to parenteral therapy. Topics include: administration of IV fluids and electrolytes, administration of IV medications, blood and blood products.

Fee: \$121.90 + \$50 MF

01LC Mon Oct17-Nov7 6-10pm (C) ▲

PEADIATRIC & ADOLESCENT EMERGENCIES (NRS-6044)

This course provides in-depth knowledge of the various emergencies that affect children. Specific information related to communication skills required to interview children and their parents, communicable and 'non' communicable diseases, child abuse, poisoning and self-induced disorders of attempted suicide, bulimia and anorexia nervosa. **Note:** To confirm registration please contact jhodgson@fanshawec.ca.

Fee: \$197.50 + TB

30LC Sep19-Dec19 (OL) *
(continuous intake)

PERSONAL & WORKING RELATIONSHIP (PSYC-1044)

This course is designed for students to understand the principles and dynamics of personal and working relationships. Emphasis will be on perception of self, attitude and interpersonal problems. The principles introduced from this course will be used in various teaching methods to give students the opportunity to reflect on the processes relevant to their normal personal and professional relationships.

Fee: \$278.50 + TB

20LC Thu Sep15-Dec22 6:30-9:30pm (BL) *

POST ANAESTHESIA CARE NURSING (NRS-1037)

Designed for RN's currently practicing in the Post Anesthesia Care setting and for those interested in acquiring skills and knowledge in assessing and caring for the post anesthesia patient. Includes a review of body systems and how they are affected by the stress of anesthesia and surgery. Emphasis is placed

on anesthesia, common post anesthesia problems and their management. Other topics include current trends in pain management, treatment of nausea and vomiting, care of patients at risk and electrolyte and blood gas analysis.

Fee: \$197.50 + TB

40LC Sep26-Nov28 (OL) *

PHARMACOLOGY (PHRM-1040)

The study of drugs and their action in the human body and related nursing practice is emphasized. Key drugs or prototypes within each drug classification are identified and studied. As well, the course will focus on essential assessments, nursing interventions, specific age-related considerations and patient education for each of these drug classifications. Exercises in critical thinking in relation to use in specific health conditions will be emphasized.

Fee: \$229.90 + TB

20LC Wed Sep21-Dec7 6:30-9:30pm (BL) *

SELF & OTHERS (NRS-1012)

The course focuses on understanding intrapersonal and interpersonal experiences. Students explore their personal beliefs, values, feelings and thoughts about self and self as a part of a family and culture. They will also explore the course of the helping relationship, and learn about others to enable healthy and healing relationships. The course will enhance interpersonal communication as the learner becomes more aware of self behavior and its effects on relationships and communication with others.

Fee: \$278.50 + TB

20LC Tue Sep13-Dec21 (BL) *

SYSTEM SPECIFIC EMERGENCY CONDITIONS – ADULT (NRS-6043)

This course begins with life-threatening airway, breathing, circulatory and neurological emergencies. The various types of shock will be addressed in depth. Each system will be discussed as well as psychiatric and obstetrical emergencies. Interpretation of laboratory reports will accompany the systems approach. Special attention will be given to the geriatric population.

Fee: \$359.50 + TB

30LC Sep19-Dec19 (OL) *
(continuous intake)

VENIPUNCTURE (HLTH-1065)

As an added nursing competency and in partnership with London Health Sciences Centre this course is intended for RN's and RPN's. It is recommended that those who enroll will be able to utilize these skills on a regular basis. Completion of the self learning package, 1 hour lab practice is required PRIOR to completing 4 hours of clinical practice.

Note: Self learning packages are available for pickup in Continuing Education Room A1037 after course registration. Please bring calendar first day of class to indicate dates available for training. Training will be scheduled for Tuesdays and Wednesdays 8am-12pm.

Location: University Hospital, Floor 3, Patio 3

Fee: \$240.25 + \$30MF

60LC Tue Oct11 6:30-8pm (C) ●

WORKPLACE HEALTH RISK IDENTIFICATION (NRS-6009)

This course will focus on the principles of toxicology, industrial hygiene, ergonomics, epidemiology and their application in Occupational Health. The effects toxic substance has on the individual will also be included.

Fee: \$375.70 + TB

40LC Sep26-Dec12 (OL) *

WOUND MANAGEMENT INTRODUCTION (HLTH-9120)

The focus of this workshop is on the assessment, management and current treatment principles of wound care. This course provides you with demonstration and actual hands on practice of applying different levels.

Fee: \$156.50 + \$20 MF

60LC Sat Oct29 9am-4pm (C) ●

WOUND CARE PART I & II (HLTH-9173) (RN'S & RPN'S ONLY)

The focus of this workshop is on wound bed preparation and assessment. You will be provided with demonstration and practice time. Discuss risk factors behind the ideology of pressure ulcers, risk and wound assessment and learn about the barriers to wound healing.

Fee: \$223 + \$20 MF

60LC Sat Nov12-Nov19 9am-4pm (C) ●

PROFESSIONALS IN HEALTH CARE

Activation Techniques in Gerontology

Gain additional knowledge and skills for the activation role in long-term care settings. Graduates assist the interdisciplinary team in achieving optimal physical, mental, social and spiritual functioning of the elderly through the design of individual and group activity programs. **Note:** Students must complete a health form, Police Check and First Aid/CPR prior to placement.

ADMISSION REQUIREMENTS:

- Certificate in Health or Human Services field with one year recent experience in long term care, **OR**
- College Diploma or University Degree in a Health Science or Human Services field

All related courses are listed in alphabetical order following the program descriptions.

COURSES:

Activation Field Work ✓	GERI-6006
Activation in Long Term Care ✓	GERI-6002
Biological & Psychosocial Aging ✓	GERI-6007
Cognitive Impairment Programming ✓	GERI-6003
Leadership in Activation ✓	GERI-6005
Multidiscipline Geriatric Assessment ✓	GERI-6008
Therapeutic Programming ✓	GERI-6004

Food Service Worker Certificate Program



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 Long Term Care for Food Service Workers.** *Note: Students currently working in the field may be eligible for Prior Learning Assessment (PLA) for the field placement. Please call Cheryl Morris at x4445.*

COURSES:

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

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.

ADMISSION REQUIREMENTS:

- OSSD or Mature Student status

COURSES:

Basic Anatomy & Related Terminology ✓	HLTH-1006
Computerized Accounting ✓	COMP-1066
Computerized Billing ✓	COMP-1128
Field Placement (Optional) ✓	HLTH-1011
Medical Transcription ✓	COMP-1130
Microsoft Office Essentials ✓	COMP-1378
Organizational Skills ✓	HLTH-1010
Patient Preparation ✓	HLTH-1091
Processing Physicians Orders ✓	HLTH-1007
Professional Communication ✓	COMM-1054
Records Maintenance & the Law ✓	OFAD-1006

Health & Wellness Professional Development

Energy Healing Simplified ✓	HLTH-9105
Foot Reflexology ✓	HLTH-1040
Medical Terminology Level 1 ✓	COMP-9330
Nutrition & Wellness Specialist ✓	NUTR-9001
Relaxation Response ✓	HLTH-9191

Patient Transport Certificate (Portering)



Designed to assist individuals in performing effectively as a porter, in transporting patients, specimens, stats, documents, linens, supplies and equipment from one area of the hospital to another to facilitate the needs of patients, staff and visitors.

ADMISSION REQUIREMENTS:

- OSSD or Mature Student status

COMPULSORY COURSES:

Basic Anatomy & Related Terminology ✓	HLTH-1006
Dealing With Death & Dying ✓	HLTH-1153
Foundations of Patient Transport ✓	HLTH-1151
Handling Patient Transport Equipment ✓	HLTH-1154
Personal Change, Transition & Ethics ✓	PSYC-1057
Working in a Critical Care Centre/Hospital Setting ✓	HLTH-1152

ELECTIVE COURSES (SELECT 2):

Critical & Creative Thinking ✓	MGMT-1103
Customer Service & Communication Skills ✓	COMM-1076
Personal Success ✓	MGMT-1092

Personal Support Worker – Ontario College Certificate



Prepares the Personal Support Worker to work under the direction of a regulated professional to assist individuals and their families during various life stages. PSW's provide care and support to people living at home and in long-term care facilities. **This program meets the Ministry of Ontario Guidelines.**

ADMISSION REQUIREMENTS:

- Ontario Secondary School Diploma with courses from the college/university stream
- Mature applicants (19 years of age or over) with appropriate preparation
- Completion of Literacy Testing as administered by the college may be required

OTHER REQUIREMENTS:

- 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 Police Record 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

Interested applicants must email jhodgson@fanshawec.ca for program orientation package.

COMPULSORY COURSES (Level I):

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

One General Elective Course – 3 credits

All related courses are listed in alphabetical order following the program descriptions.

COMPULSORY COURSES (Level II):

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

Pharmacy Assistant Program

The graduate of the Pharmacy Assistant Program is trained and educated to provide clerical and technical support to Registered Pharmacists and Pharmacy Technicians in community and institutional pharmacy practice areas.

COURSES:

Basic Anatomy & Related Terminology ✓	HLTH-1006
Calculations for Pharmacy Assistants	MATH-1178
Community Dispensing Compounding	PHRM-1051
Hospital Dispensing & Long Term Care	PHRM-1052
Human Relations ✓	PHRM-1053
Introduction to Computers	MGMT-1107
Intro to Pharmacy Practice	COMP-1016
Non-Prescription Products	PHRM-1054
Pharmacology for Pharmacy Assistants	PHRM-1055
	PHRM-1056

Note: Please contact Health Sciences at 519-519-4430 x4513 for future course offerings.

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:

Management of Drug Distribution Systems ✓	PHRM-1043
Pharmacology – Pharmacy Technician Bridging ✓	PHRM-1044
Product Preparation – Pharmacy Technician Bridging ✓	PHRM-1046
Professional Practice – Pharmacy Technician Bridging ✓	PHRM-1041

Professional Development for Personal Support Workers

Enteral Tube Feeding ✓	HLTH-9236
Footcare for PSW's ✓	HLTH-9171
Medication Assisting & Documentation ✓	HLTH-9234
Pharmacology for PSW's ✓	HLTH-1117

Registered Massage Therapists Continuing Education Units (CEU)

These courses are designed with the registered massage therapist in mind. Every three years an RMT must obtain 30 CEU's to maintain their license. Fanshawe is now offering courses which qualify for CEU credit. RMT's

will have the opportunity to increase their business knowledge, technique repertoire and professional development as well as refresh and expand their knowledge in the science of massage therapy. The facilities at Fanshawe provide a professional, health care directed environment from which to learn that participants will find welcoming and refreshing.

ADMISSION REQUIREMENTS:

- Currently hold an active or inactive Registered Massage Therapy certificate to qualify for CEU credits
- Students, or current graduates, of a Massage Therapy course may take a class but will not receive CEU's (as per CMTO guidelines)
- Other health professionals can take a class and may be eligible for Continuing Education credits through their regulatory college (CMTO is the only college directly sought for pre-approval)
- Clinic Administrators are welcome to participate

COURSES:

Massage Therapy Administration: Motor Vehicle Incidents ✓	ADMN-9008
Massage Therapy Administration: Business Basics ✓	BUSI-9158

Standard First Aid & CPR Certificates

CPR & AED Recertification ✓	HLTH-9208
First Responder Recertification ✓	HLTH-9252
Health Care Provider CPR Recertification ✓	HLTH-9215
Standard First Aid, CPR & AED ✓	HLTH-9107
Standard First Aid, CPR & AED Recertification ✓	HLTH-9209
Standard First Aid, CPR, & AED + HCP CPR Upgrade ✓	HLTH-9227
Standard First Aid Retest Level HCP CPR ✓	HLTH-9231
Wilderness & Remote First Aid ✓	HLTH-9216
Wilderness & Remote First Aid Recertification ✓	HLTH-9252

DO YOU KNOW OUR REFUND POLICY?

TO LEARN MORE TURN TO PAGE 4



Sterile Processing Certificate Program



Acquire the knowledge and skills for career opportunities in hospitals, surgical centers and health care settings related to the sterilization, preparation and storage of equipment, instruments and supplies. Learn critical techniques and safe handling of instrumentation, infection control and aseptic techniques. **Note:** Courses must be completed in sequence as offered (except for HLTH-1006 & MGMT-1107).

ADMISSION REQUIREMENTS:

- OSSD or Mature Student status

COMPULSORY COURSES:

Assembly, Wrapping & Packaging ✓	HLTH-1108
Basic Anatomy & Related Terminology ✓	HLTH-1006
Decontamination, Principles, Procedures & Practices ✓	HLTH-1105
Disinfection & Sterilization Concepts & Techniques ✓	HLTH-1110
Human Relations ✓	MGMT-1107
Identification, Care & Handling of Instrumentation	HLTH-1119
Microbiology & Infection Control	HLTH-1118
Sterile Processing Clinical Practice (Optional) ✓	HLTH-1114
Sterile Storage, Inventory Control & Management of Resources ✓	HLTH-1112

Note: For clinical 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. All courses are offered through Ontario Learn.

HEALTH CARE COURSE DESCRIPTIONS

ACTIVATION IN LONG TERM CARE (GERI-6002)



This course introduces philosophy and concept of activation and rehabilitation in long-term care settings. Roles of the activation personnel within the interdisciplinary team and roles of other team members will be introduced. Programming processes approaches to activity planning and principles of lifestyle assessment will be discussed. An overview

of long-term care system, government standards, relevant legislation including resident's bills of rights, client advocacy, ethics and the importance of recording and reporting will be covered. **Note:** To confirm registration please contact jhodgson@fanshawec.ca.

Fee: \$278.50

30LC Sep12-Dec19 (OL) *
(continuous intake)

ASSEMBLY, WRAPPING & PACKAGING (HLTH-1008)



Introduces students to the proper techniques for the assembly, wrapping and/or packaging of surgical instruments, supplies and patient care equipment.

Fee: \$211.10 + TB

50LC Nov1-Nov29 (OTLN) ▲

BASIC ANATOMY & RELATED TERMINOLOGY (HLTH-1006)



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

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *
20L Thu Sep15-Dec22 6:30-9:30pm (BL) *

BIOLOGICAL & PSYCHOSOCIAL AGING (GERI-6007)



This course examines the normal aging process by examining such things as biological and psychosocial aging, attitudes and misconceptions, demography, theories of aging, successful aging lifestyle practices, community resources and future trends.

Fee: \$197.50

30LC Sep12-Dec19 (OL) *
(continuous intake)

COGNITIVE IMPAIRMENT PROGRAMMING (GERI-6003)



This course will discuss the manifestations of selected conditions encountered in a long-term care setting such as Alzheimer's disease, psychiatric conditions, acquired brain injuries, variety of dementias and substance abuse will be discussed. Abilities and limitations of the various conditions will be included; this interactive class will introduce students to appropriate programming/activities combined with behaviour management skills. **Note:** To confirm registration please contact jhodgson@fanshawec.ca.

Fee: \$197.50

30LC Sep12-Dec19 (OL) *
(continuous intake)

COMPUTERIZED ACCOUNTING (COMP-1066)



This introductory course consists of accounting basics and accounting principles, and hands-on practice using Simply Accounting for Windows. Set up accounts

payable, accounts receivable, and general ledger.

Fee: \$305.50 + TB

20LC Wed Sep28-Dec14 6-10pm (BL) *

COMPUTERIZED BILLING (COMP-1128)



Pre-requisite(s): COMP-1378 or equivalent

You will learn the fundamentals of computerized medical billing, as well as an understanding of the Schedule of Benefits and Preambles of the Ministry of Health. *Knowledge of medical terminology recommended.*

Fee: \$229.90 + TB

20LC Tue Sep20-Dec6 6:30-9:30pm (BL) *

CRITICAL & CREATIVE THINKING (MGMT-1103)

Critical thinking and creative thinking are skills that are valued in every company and organization. You will practice creative thinking techniques that will help you learn to think creatively; and apply these skills to a work environment.

Fee: \$265.50 + TB

This course is available at: www.OntarioLearn.com.

50LC Sep9-Dec16 (OTLN) ▲

CUSTOMER SERVICE & COMMUNICATION SKILLS (COMM-1076)



This course emphasizes the importance of effective customer service delivery and communication skills with clients in institutions. Various methods and models of service delivery will be examined and you will participate in group discussions and role-playing. You will review methods to overcome common barriers to communication and describe different forms of conflict in the work place. This course focuses on developing personal styles of communication useful in the food industry.

Fee: \$197.50

40LC Oct3-Nov2 (OL) *

DEALING WITH DEATH & DYING (HLTH-1153)

During this course, death and dying will be discussed so that you will be able to identify your role and risk factors for grief, communicate with families in crisis, direct families for assistance with emotional needs, and living through and beyond loss.

Fee: \$197.50 + TB

30LC Sep19-Nov21 (OL) *
(continuous intake)

DECONTAMINATION, PRINCIPLES, PROCEDURES & PRACTICES (HLTH-1105)



Decontamination is the most important step in the cleaning process of surgical instruments and hospital equipment. Designed to carry on the principles learned in Microbiology and Infection Control you will learn the principles, procedures and practices behind decontamination and sterile processing techniques.

Fee: \$292.10 + TB

50LC Sep9-Oct27 (OTLN) ▲

**DISINFECTION & STERILIZATION
CONCEPTS & TECHNIQUES (HLTH-1110)**

eLab

Introduces the key principles and factors affecting sterilization and monitoring sterilization cycles. Common types of sterilization processes will be explored.

Fee: \$324.50 + TB

50LC Sep1-Oct26 (OTLN) ▲

ENERGY HEALING SIMPLIFIED (HLTH-9105)

IoD

Energy Healing known as hands-on healing is simple and easy to learn. Behind the simplicity is a sophisticated system that is within all of us that is being proven to be the key to all healing. Everyone has the innate ability to heal themselves and to relieve pain and stress. In this exciting and eye opening workshop you reawake your own healing abilities. You will understand what energy healing is and how to do it for yourself and others. Scientific research continues to suggest that hands-on healing promotes deep relaxation, relief from stress, speeds tissues and bone healing, reduces pain and strengthens the immune system. In this 6 hour workshop your perspectives on life and health will be changed forever.

Fee: \$84.50 + \$5 MF + HST60LC Sat Sep10 9am-4:30pm (C) ■
61LC Sat Oct15 9am-4:30pm (C) ■
62LC Sat Nov5 9am-4:30pm (C) ■**ENTERAL TUBE FEEDING FOR PSW'S
(HLTH-9236)**

IoD

This workshop will review many different types of feeding tubes and approaches to enteral feeding.

Fee: \$108.50 + HST

60LC Wed Nov16 6:30-9:30pm (C) ■

**FOOD PREPARATION & SERVICES
(FDMG-1058)**

eLab ACT

Discusses food preparation and service procedures required for an efficient and effective food service operation. Students are introduced to the basic principles of menu planning, standardized recipes, purchasing and receiving procedures, food production systems, and food delivery systems.

Fee: \$278.50 + TB

40LC Oct17-Dec5 (OL) *

FOODSAFE (FDMG-2003)

eLab ACT

Identifies the importance of sanitary practices in transportation, purchasing, receiving and storage of food. Emphasis is placed on reducing the incidence of food borne disease outbreaks in high risk populations.

Fee: \$165.10 + TB

40LC Sep26-Oct19 (OL) *

**FOOD SERVICE WORKER FIELD PLACEMENT
(WRKE-0001)**

ACT

Pre-requisite(s): All theory courses

Students will work in an approved institutional setting under the supervision of a food service supervisor or dietitian. The Field Placement is mandatory for

individuals who have NO prior experience in an institutional setting, or who otherwise have received no formal training on the job.

Fee: \$186.70*Please contact Health Sciences at 519-452-4430 x4513***FOOTCARE FOR PSW'S (HLTH-9171)**

Help the frail elderly, the chronically ill, and people with physical disabilities by providing personal care for foot-related problems. You will cover basic footcare, skin care, filing, foot massage and nail care. Upon completion, you will be able to identify, collect data, and explain common foot conditions. **Note:** *Basic footcare instruments will need to be purchased.*

Fee: \$152.10

01LC Thu Oct13-Nov3 6:30-9:30pm (C) ▲

FOOT REFLEXOLOGY (HLTH-1040)

Focuses on the basic understanding of anatomy and physiology as it applies to the methodology of Foot Reflexology. Includes 35 in-class theory hours, in-class practice, 80 hours of independent study, required textbook, written and practical assessments/examinations, plus 70 hours practicum. Successful completion of this course will lead to certification from the Ontario College of Reflexology.

Fee: \$811 + \$50 MF01LC Wed Sep14-Nov16 6:30-10pm (C) *
Exam Date: Nov30**FOUNDATIONS OF PERSONAL SUPPORT (HLTH-1092)**

In this course, the learner is introduced 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, the learner will explore confidentiality and privacy, client rights and boundaries, ethical issues, professional behaviour, and legislation involving the health care system.

Fee: \$197.50 + TB

10LC Tue/Thu Sep20-Oct20 6:30-9:30pm (C) *

**FOUNDATIONS OF PATIENT TRANSPORT
(HLTH-1151)**

ACT

This course introduces the role of a patient transport (porter) in the hospital. Discussions on teamwork, conflict resolution and self-direction will assist the learner to effectively work within an acute setting team.

Fee: \$197.50

30LC Sep19-Nov21 (OL) *

**HANDLING PATIENT TRANSPORT
EQUIPMENT (HLTH-1154)**

eLab

Successful completion of this course will enable you to demonstrate proper procedures for transporting patients, cytotoxic drugs, radiation, oxygen, patient specimens and blood products.

Fee: \$197.50

30LC Sep19-Nov21 (OL) *

**HEALTH CARE OFFICE ASSISTANT FIELD
PLACEMENT (OPTIONAL) (DEVL-1017)**

ACT

Pre-requisite(s): All theory courses

Apply the theories gained through the classroom to actual work situations. This 150-hour field experience will allow you to supplement your resume with related work experience and a valuable reference.

Fee: \$319*Please contact Health Sciences at 519-452-4430 x4513***HEALTH & 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 elderly; abuse, and documentation. The individual's rights to safety, dignity, respect, privacy and confidentiality will be emphasized.

Fee: \$440.50 + TB

10LC Tue/Thu Dec15-Apr24 6:30-9:30pm (C) *

**HUMAN BODY STRUCTURE & FUNCTION
(HLTH-1095)**

ACT

Pre-requisite(s): 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.

Fee: \$278.50 + TB10LC Tue/Thu May1-Jun19 6:30-9:30pm *
(Spring 2012 semester)**HUMAN RELATIONS (MGMT-1107)**

eLab ACT

This course teaches you what makes people "tick" and how to keep them going! You will gain practical insights into more effective ways to handle people and improve your overall performance.

Fee: \$197.50 + TB

40LC Sep19-Nov21 (OL) *

**IDENTIFICATION CARE & HANDLING
OF INSTRUMENTATION (HLTH-1119)**

eLab

Introduces the student to instrument classification, specifics of proper handling techniques and recognition of common problems related to instrument usage.

Fee: \$340.70 + TB

50LC Nov1-Jan10 (OTLN) ▲

LEADERSHIP IN ACTIVATION (GERI-6005)

eLab

This course assists the learner in developing effective interpersonal communication, interviewing skills and positive approaches to working with clients with communication difficulties. Learn to work within an interdisciplinary team and examine conflict resolution and negotiation strategies. Explore ways to involve families and volunteers, how to recruit and



manage volunteers, organize committees and family councils generate quarterly reports. Risk and total quality management will be covered.

Fee: \$278.50

30LC Sep12-Dec19 (OL) *

LIFE TRANSITIONS (HLTH-1098)



This course focuses on selected life transitions such as illness, rehabilitation, admission to a long-term care setting, death and dying. Emphasis is on health promotion, a value that upholds clients' and families' rights to make choices and have a sense of control about their health situations and lifestyles.

Fee: \$197.44 + TB

01LC Tue/Thu Jun21-Jul26 6:30-9:30pm (C) *
(Spring 2012 semester)

MANAGEMENT OF DRUG DISTRIBUTION SYSTEMS (PHRM-1043)

This course will examine various drug distribution systems in pharmacy practice, and prepare learners to effectively manage operations in different practice settings to ensure safe and effective drug distributive functions in institutional settings, as well as common drug plans and their formularies, challenges, inventory management elements and common business practices. Accurate product release within the parameters of the pharmacy technician role receives special emphasis.

Fee: \$246.10

01LC Thu Sep22-Dec15 6:30-9:30pm (C) *

MASSAGE THERAPY ADMINISTRATION: BUSINESS BASICS (BUSI-9158)

In this one day course participants will be taught some of the basics necessary for standing on their own in the business of massage therapy. RMT's of any experience level will find benefit from taking this course and will have a chance to discover new aspects to determining their viability in this field of health care. *3.5 CMTO approved CEU's*

Fee: \$200

60LC Sat Oct22 9am-5pm (C) ■

MASSAGE THERAPY ADMINISTRATION: MOTOR VEHICLE INCIDENTS (ADMN-9008)

In this one day course participants will be taught how to initiate and use the HCAI system for motor vehicle incidents. All OCF forms will be discussed as well as code identification. Working within the FSCO guidelines to maximize an RMT's reimbursement for services rendered. *3 CMTO approved CEU's*

Fee: \$180

60LC Sat Nov5 9am-4pm (C) ■

MEDICAL TERMINOLOGY LEVEL I (COMP-9330)

Excellent English proficiency is strongly recommended. Designed to provide the student with the fundamentals of learning medical terminology, as well as understand human anatomy and physiology necessary for work in the medical environment.

Fee: \$172.30 + TB

01LC Thu Oct6-Dec1 6-9pm (C) *

MEDICAL TRANSCRIPTION (COMP-1130)



Pre-requisite(s): COMP-1378, HLTH-1006

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

Fee: \$278.50 + TB

20LC Mon Sep26-Dec12 6-10pm (BL)

MEDICATION ASSISTING & DOCUMENTATION (HLTH-9234)

This is 6 hour workshop covering administration, adverse effects of medications, documenting/tracking medications and frequencies of medication administration.

Fee: \$108.50 + HST

60LC Mon Nov7-Nov14 6:30-9:30pm (C) ■

MENTAL HEALTH & COGNITIVE IMPAIRMENT (HLTH-1100)



Mental Health disorders can affect all aspects of a person's life: the physical, emotional, spiritual, social, and intellectual. This course will examine mental illness and cognitive impairment with an emphasis on appreciating the lived experience of the client, and what it means to the person who is suffering from it, and how to care for people experiencing mental disorders, cognitive impairment or dementia. (Fall 2012 semester)

MICROBIOLOGY & INFECTION CONTROL (HLTH-1118)



Introduces the SPT to the sterile processing role and environment, microbiology, infection control, aseptic technique and workplace environmental hazards.

Fee: \$275.90 + TB

50LC Sep9-Oct20 (OTLN) ▲

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 2007 through hands-on experience and assignments. You will have the opportunity to acquire keyboarding skills using a standard keyboard.

Fee: \$278.50 + TB

01LC Thu Sep8-Dec15 6-9pm (C) *

MULTIDISCIPLINE GERIATRIC ASSESSMENT (GERI-6008)



This course provides a holistic look at the assessment of the gerontology client. Content will include data collection, history taking, and a systems approach to health assessment as well as analysis, interpretation, and follow-up. Measurement of health also involves looking at how well an individual copes with impairments. *Note: To confirm registration please contact jhodgson@fanshawec.ca.*

Fee: \$278.50

30LC Sep12-Dec19 (OL) *
(continuous intake)

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**NUTRITION THROUGHOUT THE LIFECYCLE (NUTR-1007)**

eLab ACT

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

Fee: \$197.50

40LC Nov21-Dec21 (OL) *

NUTRITION & WELLNESS SPECIALIST (NUTR-9001)

This course will provide you with the tools necessary to help counsel others about how to build a healthy body, how to eat better, how to become more active, and how to make a personal lifestyle change. This knowledge will enable you or others to improve current health or recover after illness. Maintaining wellness requires the consistent use of practical strategies with an overall focus on the body, mind and spirit.

Fee: \$224 + \$45 MF + HST

01LC Tue Sep27-Nov15 5:45-8:30pm (C) *

ONGOING HEALTH CHALLENGES (HLTH-1099)

ACT

Pre-requisite(s): HLTH-1092, HLTH-1093, HLTH-1094, HLTH-1095, HLTH-1096

Learn about the real life experiences of people with a variety of health challenges and how Personal Support Workers (PSW) are able to assist them.

Fee: \$197.44

10LC Tue/Thu Aug7-Sep6 6:30-9:30pm (C) (Spring 2012 semester)

ORGANIZATIONAL SKILLS (HLTH-1010)

eLab ACT

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

Fee: \$278.50

40LC Sep12-Dec19 (OL) *

PATIENT PREPARATION (HLTH-1091)

eLab ACT

You will acquire the knowledge and skills required to prepare patients for examination, including measuring vital signs, height, weight and temperature, positioning and draping, tray preparation and special collection.

Fee: \$132.70 + \$8 MF

20LC Thu Nov3-Dec8 6:30-9:30pm (BL) *

PERSONAL CHANGE, TRANSITION & ETHICS (PSYC-1057)

This course will examine self and personal beliefs and values. You will also recognize your personality characteristics and methods of effectively dealing with others.

Fee: \$197.50

30LC Sep19-Nov21 (OL) *

PERSONAL SUCCESS (MGMT-1092)

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in social settings. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation and techniques for career advancement. **Required Software:** *Current web browser that's support Flash and Real Player plug-ins, Adobe Reader and Microsoft Word, sound care.*

Fee: \$265.50 + TBSections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN)**PHARMACOLOGY – PHARMACY TECHNICIAN BRIDGING (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.

Fee: \$213.70 + TB

01LC Tue Sep20-Nov29 6:30-9:30pm (C) *

PRODUCT PREPARATION – PHARMACY TECHNICIAN BRIDGING (PHRM-1046)

This course addresses the theoretical knowledge and practical skills essential for safe and accurate preparation of sterile and non-sterile pharmaceutical products. For non-sterile preparation, students focus on compounding practices for various internal and external preparations and specialty guidelines, standards and legislation, pharmaceutical calculations, and documentation requirements. For sterile product preparation, areas of emphasis include infection control, aseptic technique, parenteral dosage forms, accurate calculations, appropriate use of equipment, and quality control. Best practices associated with the preparation of TPN and antineoplastics are also covered.

Fee: \$213.70 + Lab Kit

01LC Wed Sep21-Nov30 6:30pm-9:30pm (C) *

PROCESSING PHYSICIANS' ORDERS (HLTH-1007)

eLab ACT

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

Fee: \$197.50 + TB

40LC Oct3-Dec5 (OL) *

PROFESSIONAL COMMUNICATION FOR HEALTH CARE OFFICE ASSISTANT (COMM-1054)

eLab ACT

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 customers relations are discussed.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) *

PROFESSIONAL PRACTICE – PHARMACY TECHNICIAN BRIDGING (PHRM-1041)

eLab

Students will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. Through a variety of learning tools such as interactive case studies, assignments, quizzes and group work, the student will enhance professional practice framework.

Fee: \$278.50 + TB

01LC Mon Sep12-Dec19 6:30-9:30pm (C) *

PHARMACOLOGY FOR PSW'S (HLTH-1117)

This course will enable the learner to differentiate between the chemical, generic, official and brand name of drugs, along with the different sources of drug information in Canada. The legislative acts controlling drug use will be covered. The student will be able to identify common responses to drugs, correct procedures for drug administration and ways to prevent drug errors.

Fee: \$197.50 + TB

01LC Wed Oct5-Dec7 6:30-9:30pm (C) *

PSW CONSOLIDATION (HLTH-3021)*Pre-requisite(s): All theory courses*

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. (Fall 2012 semester)

PSW COMMUNITY PLACEMENT (HLTH-3022)*Pre-requisite(s): All theory courses*

This practice course enables students to participate in the care of individuals and families, at various stages of the life cycle, in a community setting. It is designed to provide each student with the opportunity to integrate theoretical skills and concepts that they have acquired in the classroom and during practice. (Fall 2012 semester)

PSW LABORATORY PRACTICE (HLTH-1096)

This lab practice course is designed to introduce the basic skills involved with activities of daily living (ADLs). When taken concurrently with Clinical Practice I, the student is given an opportunity to practice in both clinical and laboratory settings. Throughout this course, emphasis is placed on respecting the client's individual needs, preferences and pace.

Fee: \$197.50 + TB

10LC Thu Feb23-Apr26 6:30-9:30pm (C) (Winter 2012 semester)

PSW LTC CLINICAL (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. In the first rotation, students are introduced to the role and responsibilities of the PSW while providing basic care and appropriate communication to clients and the health care team. In the second rotation students are expected to synthesize learned knowledge and continue to provide safe, competent care for an increasing number of clients. (Fall 2012 semester)

RECORDS MAINTENANCE & THE LAW (OFAD-1006)



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

Fee: \$229.90 + TB

40LC Sep26-Dec12 (OL)

RELAXATION RESPONSE (HLTH-9191)



We have our own built-in stress reliever called the Relaxation Response. In fact, a simple technique is all that is required to access this well documented, scientifically proven method of relieving stress, lowering high blood pressure, anxiety, panic attacks and many other stress related illnesses. Known and used worldwide by millions, this technique works anywhere and every time in just seconds. This could be the most important workshop you will ever take in your life.

Fee: \$73.50 + \$5 MF + HST

60LC Sat Sep24 10am-4:30pm (C) ■
61LC Sat Dec10 10am-4:30pm (C) ■

ROLE OF THE FSW (FDMG-1005)



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

Fee: \$197.50

40LC Sep12-Oct12 (OL) *

SELF & OTHERS FOR PSW 'S (HLTH-1094)

In this course the student will examine self, personal beliefs and values as well as explore the concept of the helping relationship and interpersonal relationships with others. Knowledge, skills and attitudes for career and college success will also be developed.

Fee: \$278.50 + TB

10LC Tue/Thu Oct25-Dec13 6:30-9:30pm (C) *

SPECIAL DIETS (FDMG-1008)



You will learn the importance and use of special diets and supplemental products in disease management.

Fee: \$165.10 + TB

40LC Mon/Wed Nov7-Nov30 (OL) *

STERILE STORAGE, INVENTORY CONTROL & MANAGEMENT OF RESOURCES (HLTH-1112)



Introduction to sterile storage, inventory control distribution systems including the case care system, portering, and stock rotation.

Fee: \$211.10 + TB

50LC Nov1-Dec12 (OTLN) ▲

STERILE PROCESSING CLINICAL CONSOLIDATION – 150 HOURS, OPTIONAL (HLTH-1114)

Pre-requisite(s): All theory courses

A supervised, preceptored clinical placement that provides the opportunity for students to apply sterile processing theoretical knowledge and skills in a hospital setting. (please expect a waiting period)

Note: Students may be required to travel for placement.

Fee: \$521.50

To be completed at various hospitals & various shifts.

THERAPEUTIC PROGRAMMING (GERI-6004)



This course focuses on the types of therapeutic programming required in long-term care settings. Resident intake, goal setting, program planning, implementation, and evaluation will be discussed. The benefits of alternative therapies for the elderly in improving quality of life will also be included.

Note: To confirm registration please contact jhodgson@fanshawec.ca.

Fee: \$197.50

30LC Sep12-Dec19 (OL) *
(continuous intake)

WORKING IN A CRITICAL CARE CENTRE/HOSPITAL SETTING (HLTH-1152)

Focuses on what it is actually like to work in a critical care setting and issues that are associated; such as patient flow, caring for your patient, universal precautions, infection control, agitated and mental health patients, privacy and confidentiality and how to effectively identify and deal with stress.

Fee: \$197.50 + TB

30LC Sep12-Nov14 (OL)
(continuous intake)

First Aid/CPR Training

FIRST RESPONDER RECERTIFICATION (HLTH-9252)

Participants must have First Responder Certification. Participants must be in possession of the Canadian Red Cross, Emergency Care Manual or an equivalent manual with 01,BP, KEDS, Segar, boarding, helmet removal all shown in the manual. Manuals can be purchased from the instructor if needed. Certification: Red Cross First Responder, AED and Level HCP COR. Valid for 3 years for all parts of the certification except the HCP-CPR which may be annual recertification.

Registration deadline is 2 weeks prior to the first day of the course. All participants must contact the instructor Laura MacNeil at Laura@LMacCPR.ca 2

weeks prior to the course for pre-study assignment.
Some of the program will be taught outdoors.

Location: Fanshawe College unless otherwise advised

Fee: \$246.50 + HST

60LC Fri/Sat Sep23-Sep24 ●
61LC Fri/Sat Nov18-Nov19 ●

Times: Fri 6-10pm; Sat 8:30am-9pm

FIRST AID: STANDARD FIRST AID WITH LEVEL C CPR (HLTH-9107)



This is the program necessary for compliance with WSIB Regulation 1101 for workplaces with 6 or more employees on site. This is a pre-requisite for many post secondary programs and a requirement for most Human Services related programs. Participants will receive Canadian Red Cross certification in Standard First Aid, Adult, Child, Infant and 2 Person CPR and Automated External Defibrillation. The certification period is 3 years. Human Services programs and careers may require the CPR portion be recertified on an annual basis.

Fee: \$133.60 + \$25 MF + HST

60LC Sat/Sun Sep24-Sep25 8:30am-5:30pm ■
61LC Sat/Sun Oct22-Oct23 8:30am-5:30pm ■
62LC Sat/Sun Nov19-Nov20 8:30am-5:30pm ■

FIRST AID: STANDARD FIRST AID RETEST WITH LEVEL C CPR (HLTH-9209)



Participants MUST hold and produce a current SFA with CPR "C" certificate to be able to take the recertification program. Participants will be expected to know the basics of CPR as they will be given scenario situations within the first hour of class. Participants will receive Canadian Red Cross recertification in Standard First Aid, Adult, Child, Infant and 2 Person CPR and Automated External Defibrillation. The certification period is 3 years. Human Services programs and careers may require the CPR portion be recertified on an annual basis.

Fee: \$77.95 + \$25 MF + HST

60LC Sun Sep25 8:30am-5pm ■
61LC Sun Oct23 8:30am-5pm ■
62LC Sun Nov20 8:30am-5pm ■

FIRST AID: STANDARD FIRST AID WITH LEVEL HCP CPR (HLTH-9227)



This is the pre-requisite for most Health Services programs and careers. Along with the Standard First Aid and all necessary CPR skills the HCP participants must show proficiency in the use of BVM's, AED's, pulse checks, alternative airway management, alternative compression methods and sequences. Participants will receive Canadian Red Cross recertification in Standard First Aid and Health Care Provider CPR. The certification period is 3 years. Human Services programs and careers may require the CPR portion be recertified on an annual basis.

Fee: \$148.60 + \$35 MF + HST

60LC Sat/Sun Sep24-Sep25 8:30am-6pm ■
61LC Sat/Sun Oct22-Oct23 8:30am-6pm ■
62LC Sat/Sun Nov19-Nov20 8:30am-6pm ■



FIRST AID: STANDARD FIRST AID RETEST WITH LEVEL HCP CPR (HLTH-9231)



Participants MUST hold and produce a current SFA with CPR "C" or CPR "HCP" certificate to be able to take the recertification program. Participants will be expected to know the basics of CPR as they will be given scenario situations within the first hour of class. Participants will receive Canadian Red Cross recertification in Standard First Aid, and Health Care Provider CPR. The certification period is 3 years. Human Services programs and careers may require the CPR portion be recertified on an annual basis.

Fee: \$93.50 + \$25 MF + HST

60LC	Sun	Sep25	8:30am-6pm	■
61LC	Sun	Oct23	8:30am-6pm	■
62LC	Sun	Nov20	8:30am-6pm	■

pressure points, irrigating wounds, hypothermia wrap, AMS, HAPE, HACE, SCUBA emergencies and even more. Much of this program is taught outdoors. Space is limited. Register SOON! Certification: Red Cross, Wilderness & Remote First Aid, Level C CPR, valid for 3 years. *Participants will have the option to stay over night at the camp. Registration deadline is Friday September 16, 2011. All participants must contact the instructor Laura MacNeil at LMacCPR@sympatico.ca by May 20, 2011 for the pre-study assignment. Location: Camp Bel, Dorchester*

Fee: \$271.50 + HST

60LC	Fri/Sat/Sun	Sep30-Oct2	●
<i>Times: Fri 6:30-10pm; Sat 8:30am-8:30pm; Sun 8:30am-4:30pm</i>			

Location: Fanshawe College unless otherwise advised

Fee: \$163.50 + HST

60LC	Sat	Nov26	8:30am-9pm	■
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CPR: LEVEL C WITH AED RECERTIFICATION (HLTH-9208)



Participants MUST hold and produce a current CPR "C" certificate to be able to take the recertification program. Participants will be expected to know the basics of CPR as they will be given scenario situations within the first hour of class. *Please bring a sleeping bag or blanket to kneel on in class.*

Fee: \$49.60 + HST

60LC	Sun	Sep25	8:30am-12:30pm	■
61LC	Sun	Oct23	8:30am-12:30pm	■
62LC	Sun	Nov20	8:30am-12:30pm	■

FIRST AID: WILDERNESS & REMOTE FIRST AID WITH LEVEL C CPR & AED (HLTH-9216)



This course prepares individuals to provide care to the injured or ill when help may be hours away. The Canadian back country may be your place of retreat or employment, either way this course will better prepare you in the event of an emergency. You may choose to drift further afield and this course will cover some international first aid topics as well. Although Standard First Aid (HLTH-9107) is not a pre-requisite it is highly recommended by the instructors. This course will cover: improvised c-collars and backboards, basic ice/water rescue,

FIRST AID: WILDERNESS & REMOTE FIRST AID RECERTIFICATION (HLTH-9253)



Participants must have Wilderness First Aid Certification. Participants must be in possession of the Canadian Red Cross, Wilderness and Remote First Aid Manual, or equivalent manual. Manuals can be purchased from the instructor if needed. Certification: Red Cross Wilderness & Remote FA, AED & Level C CPR. Valid for 3 years. Most of the program will be taught outdoors. *Registration deadline is 2 weeks prior to the first day for the course. All participants must contact the instructor Laura MacNeil at Laura@LMacCPR.ca 2 weeks prior to the course, there is pre-course work to be completed.*

CPR: HEALTH CARE PROVIDER (HCP-C) WITH AED RECERTIFICATION OR UPGRADE (HLTH-9215)



Participants MUST hold and produce a current CPR "C" or CPR "HCP" certificate to be able to take the recertification/upgrade program. Participants will be expected to know the basics of CPR as they will be given scenario situations within the first hour of class. *Please bring a sleeping bag or blanket to kneel on in class.*

Fee: \$71.70 + HST

60LC	Sun	Sep25	8:30am-12:30pm	■
61LC	Sun	Oct23	8:30am-12:30pm	■
62LC	Sun	Nov20	8:30am-12:30pm	■

The Centre for Employment & Learning of the Avon Maitland District School Board have teamed up with Fanshawe College's Continuing Education to offer you the following courses!

NOW OFFERING FALL 2011!

IN CLASS:

- Food Service Worker Certificate Program
- Office Administration Certificate Program
- Full Time Personal Support Worker Program
- Part Time Personal Support Worker Program
- Pharmacy Technician Bridging Program
 - Management of Drug Distribution Systems

ONLINE CERTIFICATE PROGRAMS:

- Bookkeeping Certificate
- Computerized Office Essentials Certificate
- Food Service Worker Certificate
- Health Care Office Assistant Certificate
- Marketing Certificate
- Patient Transport Certificate (Portering)

ONLINE LEARNING:

- Customer Service Basics
- Introduction to Workplace Communications Skills
- Pharmacy Technician Bridging Program
 - Professional Practice
 - Pharmacology
 - Management of Drug Distribution

PLEASE CALL FOR A COMPLETE LISTING OF CURRENT COURSE OFFERINGS!

For more information, please contact Stephanie Currie at 519-357-4995 x48 or visit www.thecentreforemploymentandlearning.ca today!

Supporting online learners with up-to-date computer labs, knowledgeable staff, FanshaweOnline learning assessments & orientations, and offices in the following locations:

- **Goderich**
38 East Street
519-524-2515
- **Wingham**
152 Josephine Street
519-357-4995
- **Exeter**
349 Main Street
519-235-0471
- **Stratford**
431 St. Vincent Street, S
519-271-4896
- **Clinton**
60 Mary Street
519-482-1700





Human Services

Do you have a big heart and enjoy helping others? If so, Fanshawe's Human Services, Education or Health & Beauty programs are a perfect fit for you! Whatever field you choose, working with children in an educational setting, the elderly in a long term care facility, or perhaps in a spa setting bringing out the beauty in everyone, Fanshawe has a program to help you achieve your dream. We offer part-time and full-time certificate programs, as well as professional development courses, in Human Services, Education and Health & Beauty. Start with us and kick start your career in a field that is challenging, rewarding, and in high demand.

Featured Programs

Accessibility Specialist Courses
American Sign Language
Esthetics
Fundamentals of Addiction
Settlement Worker Courses

Earn Credits Towards Your Diploma

Child & Youth Worker (CYW)
Developmental Services Worker (DSW)
Early Childhood Educator (ECE)
Social Service Worker (SSW)

Fundamentals of Addiction Certificate

"I found this course to be an amazing experience. The instructors were second to none, the support from the staff at CE & my mentors in eLab were informative & always there to tend to my requests & answer my questions. The course was put together in a way even an unseasoned student such as myself could understand & excel at. It has given me a great deal of knowledge along with the tools & the confidence to reach my goals to help those suffering from detrimental behaviours caused by addiction. I would highly recommend this course at Fanshawe College."

(Patricia A. Taylor, Fall 2010)

PROGRAMS & COURSES

my eLab @ Fanshawe College

my eLab ce@fanshawec.ca

Accomplish your educational goals!

By enrolling in My eLab, you have access to an adult-friendly learning environment where you can pursue your courses on campus in a classroom setting. Benefits include: a dedicated lab reserved for eLab students, flexible hours, access to college software and resources. Best of all, you get the one-on-one support of a Learning Coach who is an experienced adult-education professional who will provide support with technical issues, assistance related to course content, and information about college services. Your coach is committed to your positive learning experience at Fanshawe, and helping you meet your academic goals.

Lab hours: Mon-Thu 11am-7pm (effective Sep12 to Dec22).

Coach available: Mon-Thu 1-5pm. Check out the website: www.fanshawec.ca/elab.

Dates and times subject to change. No classes Oct10 (Thanksgiving).

Addictions Fundamentals Certificate



This program provides a specific focus on the knowledge, skills and techniques that are recognized as being fundamental to work in the addictions field. It is intended for those individuals wishing to further advance their knowledge in current developments 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

Fundamentals in Addiction. This Certificate serves as the first step towards meeting the advanced requirements of the CACCF, including testing and practical experience work hours.

COURSES:

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

Addictions Prevention Specialist (ATOD – Alcohol, Tobacco & Other Drugs)



This program is designed primarily for individuals working in the field of addictions, health, education and related fields. The primary goal of the program is to provide students with accurate, relevant, timely, and appropriate skills for the design, development and delivery of substance use prevention programs. Students will address the key issues of drug use and abuse, prevention program theory and design, strategies for planning and programming, as well as a range of multi-media skills and techniques. The program is the first of its kind in Canada and has been approved by the Canadian Addictions Counsellors Certification Federation (<http://www.cacfc.ca/>), as the academic component of the International Certified Prevention Specialist certificate.

COMPULSORY COURSES:

- Alcohol, Tobacco & Other Drugs BSCI-1099 (equivalent to BSCI-1091)

Foundations in Addictions: Signs & Symptoms)

- Communities: Building a Collaborative Approach to ATOD Prevention Programming BSCI-1104
- Fundamentals of Prevention Theory ✓ BSCI-1100
- Media & Communication BSCI-1102
- Prevention Program Design & Development BSCI-1101
- Prevention Program Implementation BSCI-1175
- Professional Growth & Responsibility BSCI-1103

Addictions & Counselling – Professional Development Workshops

- Alcohol, Drugs & Sex BSCI-9043
- Applied Suicide Intervention Skills Training ✓ PSYC-9069
- Basic Emergency Management EMGT-9001
- Dynamics of Crystal Methamphetamines ✓ HLTH-9190
- Jung, Dreams & Treating Addictions HUMA-9021
- Linking Cultures Workshop BSCI-9053
- Mindfulness Based Stress Reduction ✓ HUMA-9023
- Mental Health ✓ BSCI-1085
- Portfolio Development Workshop ✓ BSCI-9051
- Within Arm's Reach: Salvia Divinorum ✓ HUMA-9019
- Youth & Substance Use BSCI-9046

American Sign Language (ASL)



This series of graduated sign language courses will make beginners into experts through interpretive signing, which assists students to better understand and communicate with the deaf.

COMPULSORY COURSES:

- American Sign Language 101 ✓ COMM-1084
- American Sign Language 102 ✓ COMM-1085
- American Sign Language 103 ✓ COMM-1086

All related courses are listed in alphabetical order following the program descriptions.

American Sign Language 201	COMM-3033
American Sign Language 202	COMM-3034
American Sign Language 203	COMM-3038
American Sign Language 301	COMM-5014

Accessibility Specialist

Accessibility Specialists provide opportunities for individuals with injuries or physical, sensory and learning disabilities to gain access to employment or reach their learning goals through a variety of assessment, skills upgrading and personal development services. Accessibility Specialists enhance the quality of life for persons with disabilities, by providing individuals with the proper assistive and augmentative technologies. All courses in the Accessibility Specialist certificate will be provided in partnership with ATN (a local disability services provider) and will be delivered offsite and online.

COURSES:

Assistive Technologies Fundamentals ✓	BSCI-1064
Disability: The Law, Community Resources & Funding ✓	BSCI-1066
Physical Disabilities Level I ✓	BSCI-1065
Physical Disabilities Level II	BSCI-1068
Practicum in Area of Specialization	BSCI-1073
Specific Learning Disabilities ✓	BSCI-1067

ELECTIVE COURSES (SELECT 2):

Blind, Visually Impaired, Deaf, Hearing	BSCI-1069
SLC – Compensatory & Remedial Reading & Study Tools	BSCI-1072
SLD – Compensatory Writing & Org. Tools	BSCI-1071
Universal Internet Access	BSCI-1070

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.

COURSES:

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

Crisis Intervention – Professional Development

Bullying	BSCI-1201
Conflict Management ✓	BSCI-1199
Cultural Sensitivity ✓	BSCI-1100
Death & Dying II	BSCI-5004
Mental Health Crisis	BSCI-1085
Victimization II ✓	BSCI-5003

Early Development & Learning – Infant & Toddler Child Care

This is a program for students who want to learn the essential skills required to implement infant and toddler childcare programs. It will prepare students to understand the child's needs and develop programs, which promote the child's physical, social, emotional and intellectual development. This program includes a mentorship to help students gain valuable experience. **Note:** Students with an ECE Diploma may inquire about equivalency for certain courses.

ADMISSION REQUIREMENTS:

- A diploma or degree from a Human Services related field such as ECE, CYW, DSW, SSW, or B.Ed. Please consult the Human Services programming area for an application to the program at wcouturier@fanshawec.ca

COMPULSORY COURSES:

Brain Development & Attachment	ECED-6002
Community Studies: Diversity, Equity & Inclusion	ECED-6003
Continuum of Development ✓	ECED-6005
Foundations for Early Years Development & Learning	ECED-6001
Infant Toddler Development: Theory to Practice	ECED-6009
Interpersonal Communications & Building Partnerships ✓	COMM-6013

Mentorship: Early Development & Learning – Infant Care	ECED-6015
Mentorship: Early Development & Learning – Toddler Child Care	ECED-6014
Research: Development & Applications	ECED-6004
Social & Cultural Issues in Infant & Toddler Care ✓	EDUC-6017

Early Development & Learning – Leadership & Administration

This is a program for students who want to learn the essential skills for leadership in their field. Students interested in the program will hone skills necessary to work in management/supervisory roles. This program includes a mentorship to help students gain valuable experience in management and administration. **Note:** Students with an ECE Diploma may inquire about equivalency for certain courses.

ADMISSION REQUIREMENTS:

- A diploma or degree from a Human Services related field such as ECE, CYW, DSW, SSW, or B.Ed. Please consult the Human Services programming area for an application to the program at wcouturier@fanshawec.ca

COMPULSORY COURSES:

Advocacy, Professionalism & Governance	ADMN-6001
Brain Development & Attachment	ECED-6002
Community Studies: Diversity, Equity & Inclusion	ECED-6003
Continuum of Development ✓	ECED-6005
Curriculum Design & Implementation ✓	EDUC-6008
Foundations for Early Years Development & Learning	ECED-6001
Interpersonal Communications & Building Partnerships ✓	COMM-6013
Leadership in Organizations ✓	MGMT-3010
Mentorship: Early Development & Learning – Leadership & Administration	ECED-6017
Organizational Business Communications ✓	COMM-6002
Principles of HR Management ✓	MGMT-1006
Research: Development & Applications	ECED-6004

All related courses are listed in alphabetical order following the program descriptions.

Early Development & Learning – Preschool Setting

This program will prepare students to understand the child's needs and develop programs, which promote the preschool child's physical, social, emotional and intellectual development. This program includes a mentorship to help students gain valuable experience. *Note: Students with an ECE Diploma may inquire about equivalency for certain courses.*

ADMISSION REQUIREMENTS:

- A diploma or degree from a Human Services related field such as ECE, CYW, DSW, SSW, or B.Ed. *Please consult the Human Services programming area for an application to the program at wcouturier@fanshawec.ca*

COMPULSORY COURSES:

Brain Development & Attachment	ECED-6002
Community Studies: Diversity, Equity & Inclusion	ECED-6003
Continuum of Development ✓	ECED-6005
Foundations for Early Years Development & Learning	ECED-6001
Interpersonal Communications & Building Partnerships ✓	COMM-6013
Language & Learning Through Play & Interaction	ECED-6011
Mentorship: Early Development & Learning – Preschool Setting	ECED-6016
Research: Development & Applications	ECED-6004
Social-Emotional Foundations of Development & Learning	ECED-6010

Early Development & Learning – Resource Consultant

This program will prepare students to understand the child's needs and develop programs, which promote the child's physical, social, emotional and intellectual development. This program includes a mentorship to help students gain valuable experience.

ADMISSION REQUIREMENTS:

- An ECE diploma. *Please consult the Human Services programming area for an application to the program at wcouturier@fanshawec.ca*

COMPULSORY COURSES:

Assessing the Special Needs Child: Theory to Practical Applications	ECED-6008
Brain Development & Attachment	ECED-6002
Community Studies: Diversity, Equity & Inclusion	ECED-6003
Continuum of Development ✓	ECED-6005
Foundations for Early Years Development & Learning	ECED-6001
Interpersonal Communications & Building Partnerships ✓	COMM-6013
Mentorship: Early Development & Learning – Resource Consultant	ECED-6012
Planning for Inclusive Settings ✓	ECED-6007
Principles of Inclusion (<i>Theory to Practice</i>)	ECED-6006
Research: Development & Applications ✓	ECED-6004
Support for Parents in Terms of Their Special Needs Children	ECED-6018

Early Development & Learning – School Age Setting

This program will prepare students to understand the child's needs and develop programs, which promote the school age child's physical, social, emotional and intellectual development. This program includes a mentorship to help students gain valuable experience. *Note: Students with an ECE Diploma may inquire about equivalency for certain courses.*

ADMISSION REQUIREMENTS:

- A diploma or degree from a Human Services related field such as ECE, CYW, DSW, SSW, or B.Ed. *Please consult the Human Services programming area for an application to the program at wcouturier@fanshawec.ca*

COMPULSORY COURSES:

Brain Development & Attachment	ECED-6002
Community Studies: Diversity, Equity & Inclusion	ECED-6003
Continuum of Development ✓	ECED-6005
Foundations for Early Years Development & Learning	ECED-6001
Fundamentals of Recreation & Leisure Activities ✓	RECN-6001

Interpersonal Communications & Building Partnerships ✓	COMM-6013
Mentorship: Early Development & Learning – School Age Setting	ECED-6013
Research: Development & Applications	ECED-6004
Social Issues	BSCI-6011

Earn Credits Towards Your Fanshawe College Diploma Program

Continuing Education students are able to access course and fieldwork placement credits, which can be applied to their studies in the following diploma programs. Students who wish to graduate from one of the below diploma programs will be responsible for compliance with all admission requirements. *Note: Time limitations for program completion, course selection and scheduling/cancellation of courses may prevent students from completing all diploma requirements through Part-Time/Continuing Education Studies at Fanshawe College.*

Early Childhood Education (ECE)

Note: The courses listed are a few from the ECE program. For a full listing please visit www.fanshawec.ca/EN/Human.

ECE COURSES FROM DIPLOMA:

Child Development I ✓	ECED-1056
Curriculum Development I ✓	ECED-1057
Curriculum Development III ✓	ECED-5009
Educational Perspectives ✓	ECED-3003
Guidance of the Young Child ✓	ECED-1058
Inclusion – Issues & Implementation ✓	ECED-3018
Introduction to ECE Practices ✓	ECED-1059
Observing the Young Child ✓	ECED-1065
Philosophies of ECE ✓	ECED-1061
Professional Communication for ECE ✓	COMM-1069
Wellness in Children ✓	ECED-1063
Working with Parents ✓	ECED-1064

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All related courses are listed in alphabetical order following the program descriptions.

Esthetics Certificate



This program is designed to provide students with the necessary skills to become a professional esthetician. Students do not require previous esthetics experience, however it is recommended that the students enjoy personal interaction and are able to work well with clients. This program involves theoretical and practical application. Students will be required to wear a white lab coat.

ADMISSION REQUIREMENTS:

- OSSD or mature student status

COMPULSORY COURSES:

Body Care ✓	AEST-1045
Introduction to Spa Business ✓	BUSI-1097
Make-up Artistry ✓	AEST-1043
Professional Manicure/ Spa Manicure ✓	AEST-1040
Professional Pedicure/ Spa Pedicure ✓	AEST-1041
Skin Care ✓	AEST-1044
Waxing ✓	AEST-1042

ESTHETICS PROFESSIONAL DEVELOPMENT:

Art of Threading	AEST-9036
Brazilian Wax – Advanced Waxing	AEST-9034
Eyelash Extension	AEST-9035
Photography Make-up	AEST-3015

General Elective

Canadian Workplace – Current Trends ✓	SOCI-1038
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Settlement Worker

Settlement Workers assist newcomers (immigrants and refugees) to settle into their communities and schools by assisting and providing direct, front-line services of support, information, referrals, advocacy, and orientation for families through the process of Settlement. Many of these families need assistance with housing, employment, legal assistance, clothing and food, language translation or cultural interpretation, and social integration as well as education. Settlement Workers are employed in a variety

of employment sectors, including: government, community agencies, libraries, churches and other religious organizations, and schools.

ADMISSION REQUIREMENTS:

- A diploma or degree from a Human Services related field **OR**
- 2-5 years of equivalent experience.

COURSES:

Advocacy & Professionalism for Settlement Workers	HUMA-1017
Canadian Law, Culture & Integration	LAWS-1053
Case management & Settlement Counselling, a Family Centered Approach	HUMA-1019
Family/Individual Finances for Newcomers ✓	FINA-1043
Foundations of Settlement Workers ✓	HUMA-1016
Health & Well-being	HLTH-1160
Information Referral, Family & Individual Support Services for Newcomers	HUMA-1018
Interviewing for Settlement Workers	DEVL-1037
Safety & Life Skills for Newcomers	SFTY-1045

Social Service Worker (SSW)

Group Dynamics for SSW ✓	SOCW-1001
Family Dynamics in Social Work ✓	SOCW-1005

Spa Management Certificate



This program is designed to prepare graduates with the knowledge, skills and techniques to act as a Spa or Salon Manager. The program provides appropriate emphasis on spa leadership, training and development, health and safety, human resources, marketing, sales, customer service, communication, computer skills, business management, operations and strategic planning. Graduates will acquire skills to recognize exceptional spa services, adhere to industry regulations and standards and to effectively manage a business.

COMPULSORY COURSES:

Accounting & Finance for Spa Managers ✓	ACCT-1074
Client Service & Communication ✓	COMM-1090
Computer Studies for Spa Managers ✓	COMP-1395
Principles of Human Resource Management	MGMT-1203
Spa Management & Leadership ✓	MGMT-1202
Spa Marketing	MKTG-1053
Training & Development	MGMT-1204

Supported Employment Specialist – Declaration of Academic Achievement

This eight-unit, online program explores the values and beliefs behind Supported Employment, and provides hands-on study to career planning, job development, job training and follow-up support for people with disabilities. **Note:** Learning packages are available for pick-up in Continuing Education with your registration receipt.

COURSES:

Career Planning A ✓	HUMA-1008
Career Planning B ✓	HUMA-1009
Job Training & Supports A ✓	HUMA-1012
Job Training & Supports B ✓	HUMA-1013
Marketing & Business Development A ✓	HUMA-1010
Marketing & Business Development B ✓	HUMA-1011
Values, Definitions & Quality Issues A ✓	HUMA-1006
Values, Definitions & Quality Issues B ✓	HUMA-1007

NEW!
**ONLINE PROFESSIONAL
 DEVELOPMENT IN A DAY
 WORKSHOPS**

FOR DETAILS VISIT:
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IoD
 InaDaY



HUMAN SERVICES COURSE DESCRIPTIONS

ACCOUNTING & FINANCE FOR SPA MANAGERS (ACCT-1074)

Learn successful methods of accounting and finance currently used in the spa industry. Students will learn accounting basics and how to apply their skills in a practical approach. Learn about modern business activities and experience real accounting applications through case studies.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) ■

AMERICAN SIGN LANGUAGE ASL 101 (COMM-1084)

This introductory course is designed for the student with no previous knowledge of American Sign Language (ASL) or with basic communicative competencies. Students learn to handle basic everyday communication. Exchanging information, identifying others and giving simple directions. Topics centre on personal information, immediate environment and work environment. Grammar is introduced with an emphasis on developing question and answer skills.

Fee: \$197.50 + TB

01LC Mon Sep26-Dec5 6-9pm (C) *

AMERICAN SIGN LANGUAGE ASL 102 (COMM-1085)

Pre-requisite(s): COMM-1084

The purpose of the second course in American Sign Language is to further the student's abilities in refining the skills learned/retained in ASL 101. The student learns to handle talking about activities, time concepts, asking for repetition, giving directions, describing others, and making requests. Grammar is introduced in context with an emphasis on using question and answer skills, directions, and descriptions.

Fee: \$197.50 + TB

01LC Wed Sep28-Nov30 6-9pm (C) *

AMERICAN SIGN LANGUAGE ASL 103 (COMM-1086)

Pre-requisite(s): COMM-1085

American Sign Language 103 will enable students to complete the book/video text of Level 1. Students will be able to rehearse conversation strategies for getting attention, asking for clarification, and correcting information to minimize misunderstandings. Talking about family and occupations, attributing qualities to others, and talking about routines will be the major topics.

Fee: \$197.50 + TB

01LC Thu Sep29-Dec1 6-9pm (C) *

APPLIED SUICIDE INTERVENTION SKILLS TRAINING (ASIST) (PSYC-9069)

Living Works Education Inc. (www.livingworks.net)

The ASIST two day, practice-oriented workshop is for caregivers who want to feel more comfortable,

confident and competent in helping to prevent the immediate risk of suicide. You will be provided with a certificate upon completion. *The workshop starts promptly at 9am and does not begin until all have arrived.*

Fee: \$213.40 + \$35 MF + HST

60LC Oct15-Oct16 9am-5pm (C) ●

ASSISTIVE TECHNOLOGY FUNDAMENTALS (BSCI-1064)

Designed to provide the learner with a basic knowledge of assistive technology and explores potential students' technological and learning in needs. Facilitates the role of assistive devices in the development of individual learning plans.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) *

ASSISTIVE TECHNOLOGY: PHYSICAL LEVEL I (BSCI-1065)

Explores the importance of a multi-dimensional approach in the assessment of AT, alternative keyboards, software interfaces, alternative keyboarding methods; advantages and limitations of specific solutions will be discussed, as well as non-technical low-cost solutions. Ergonomic considerations will be addressed.

Fee: \$278.50 + TB

40LC Sep1-Oct26 (OL) *

ASSISTIVE TECHNOLOGY: SPECIFIC LEARNING DISABILITIES (BSCI-1067)

This course provides the learner with an overview of Specific Learning Disabilities and current compensatory and remedial software, including educational system software, word processor capabilities, and other software that assists the student in organizing information. The role of peripherals will also be discussed.

Fee: \$278.50 + TB

40LC Nov1-Jan10 (OL) *

BODY CARE (AEST-1045)

This comprehensive course focuses on overall body wellness. Students will begin with intensive training in anatomy and physiology, including the functions of the lymphatic system. Learn and practice various body wraps and polishing treatments as well as cellulite and Swedish massage techniques and hot stone therapy.

Fee: \$521.50 + \$200 MF + TB

Mon/Wed/Thu Oct12-Dec12 5-10pm ●

CANADIAN WORKPLACE – CURRENT TRENDS (SOCI-1038) eLab

Students analyze cultural, economic and political influences on the environment of work and on life-long learning and career planning. Students have the opportunity to value, articulate and document what they have learned outside the classroom through life experience. Each student produces a portfolio containing this documentation; which may be used to seek college credit through the prior learning assessment process. The student must receive a

"C" standing or better to be awarded a credit for a Gen. Ed. Elective (3.0 credits) course.

Fee: \$278.50 + TB

01LC Wed Sep14-Dec21 7-10pm (C) *
40LC Sep16-Dec23 (OL) *

CAREER PLANNING A (HUMA-1008) eLab ACT

Provides hands-on study to career planning and follow-up support for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

CAREER PLANNING B (HUMA-1009) eLab ACT

Pre-requisite(s): HUMA-1008

Provides hands-on study to career planning and follow-up support for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

CASE MANAGEMENT (BUSI-1074) eLab ACT

This course focuses on screening and assessment inventories in case management. Cover intake to aftercare 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.

Fee: \$246.10 + TB

40LC Oct31-Dec19 (OL) ■

CHILD DEVELOPMENT I (ECED-1056) eLab

Equivalent: ECED-1050

Child Development I provides a comprehensive introduction to the principles of human development: the study of how people change over time. Part One introduces the student to the beginnings of the study of human development. Part Two examines the development of the child during the first two years of life.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆
52LC Nov7-Feb7 (OTLN) ◆

CLIENT SERVICE & COMMUNICATION (COMM-1090)

Offering exceptional customer service is a key element in operating a successful spa or salon business. In this course students will learn strategies and methods of fostering customer loyalty and retention, how to handle difficult situations and create consistency in service standards. Students will also explore methods of obtaining valuable customer feedback and measures of satisfaction.

Fee: \$197.50 + TB

40LC Sep9-Oct14 (OL) ■

COMPUTER STUDIES FOR SPA MANAGERS (COMP-1395)

Students will use sophisticated spa technology to learn a variety of software that is used for daily spa operations. Students will demonstrate skills in the use of S.A.M. and Microsoft Excel to create plans



and reports, schedule staff, perform multi-client bookings, gift card management and track retail sales and service. *Software fees TBD, call for details.*

Fee: \$197.50 + TB

40LC Nov1-Dec6 (OL) *

CONFLICT MANAGEMENT (BSCI-1199)

Students will focus on the definition of conflict and examine the conflict continuum. We will analyze the various conflict management styles and approaches to conflict, the 4 properties of conflict interaction and the 3 stages of conflict. Students will acquire a greater understanding of the influence of culture and gender in conflict and consider the verbal and non-verbal strategies for dealing with conflict. As crisis interventionists, a greater understanding of managing aggressive behaviour is required and special attention on dealing with mental health, domestic situations and addictions will be given.

Fee: \$197.50 + TB

40LC Sep13-Oct11 (OL) ■

CONTINUUM OF DEVELOPMENT (ECED-6005)

This course looks at the development of the child within board domains, using a continuum to identify the process of learning and acquiring new skills. Theories of development are used to explain variations in development and the supports needed by children to achieve optimal development. Students will explore and discuss applications of a developmental continuum in planning and implementing early childhood settings.

Fee: \$246.10 + TB

30LC Sep14-Dec21 (OL) *

CRISIS INTERVENTION/THEORIES/MODELS (BSCI-1029)

This course explores the roots of crisis intervention from the turn of the last century to present day. A number of crisis theories and models will be studied with opportunities to examine ethics, legal and multicultural issues, as well as current trends.

Fee: \$197.50 + TB

40LC Sep9-Oct14 (OL) ■

CULTURAL SENSITIVITY (BSCI-1200)

Students will learn about the unique challenges in dealing with members of specific ethnic groups as well as being able to identify the different considerations. In order to work with these populations a keen understanding of our own opinions, beliefs and bias' is critical.

Fee: \$197.50 + TB

40LC Oct18-Nov15 (OL) ■

CURRICULUM DEVELOPMENT I (ECED-1057)

eLab

Equivalent: ECED-1052

Pre-requisite(s): ECED-1001 or ECED-1049

Students will be introduced to the principles and guidelines early childhood educators use to design developmentally appropriate and inclusive programs for young children. Special emphasis will be placed on

the roles of play, creativity, inclusiveness and literacy in the development of curriculum which addresses all areas of children's development – physical, psycho-social and cognitive.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

CURRICULUM DEVELOPMENT III (ECED-5009)

eLab

Equivalent: ECED-1054

Pre-requisite(s): ECED-1050 or PSYC-3006

Students will use the principles and guidelines of curriculum development to design developmentally appropriate and inclusive programs for preschool and school age children. Emphasis will continue to be placed on the roles of play, creativity, literacy and inclusiveness in the development of curriculum which addresses all areas of children's development – physical, cognitive and psycho-social (areas of exploration will be specific to children between birth and 12 years). Individual, small and large group (circle-time) activities will be investigated as well as emergent curriculum and week-long program planning.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

DEATH & DYING (BSCI-1030)

eLab

The work of the crisis interventionist frequently involves dealing with death and dying notifications. Students will study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues.

Fee: \$197.50 + TB

40LC Nov1-Dec6 (OL) ■

DISABILITY: LAW COMMUNITY RESOURCES & FUNDING (BSCI-1066)

Pre-requisite(s): BSCI-1064

The aim of this course is to provide participants with an overview of three important disability-related issues – the law, community resources, and funding. Through interactive lessons and on-line forums, various topics in each of these areas will be explored in depth. Specific areas covered include: the AODA, the Office of Disability issues, the Ontario Disability Support Program, disability and social policy, and working with community agencies.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) *

DRUG AWARENESS: DYNAMICS OF CRYSTAL METH (HUMA-9020)

This course will provide an introduction to the dynamics of crystal methamphetamine. Within the last three years, Canadian provinces have witnessed a dramatic increase in the number of treatment and hospital admissions related to the use of crystal meth. This course will examine the dynamics of crystal meth including terms, routes of

administration, physical and psychological effects and the cycles of use. The course will be of particular interest to those working in the frontline, treatment of medical field. *Note: The workshop is equivalent to 2.5 core credit units for the CACCF.*

Fee: \$81.50 + HST

60LC Oct17-Oct23 (OL) ●

DRUG KNOWLEDGE: ADDICTION & BEHAVIOR CHANGE (BSCI-1098)

eLab ACT

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

Fee: \$127.30 + TB

40LC Sep9-Sep30 (OL) ■

DRUG KNOWLEDGE: THE CONTINUUM OF CARE (BSCI-1097)

ACT

Pre-requisite(s): Completion of BSCI-1098 is strongly recommended

Students will be introduced to the key concepts involved in prevention programming, support and wellness, as part of the treatment continuum. Issues of relapse, the stages and indicators of crisis, as well as family and community networking and support will be examined in detail.

Fee: \$89.50 + TB

40LC Nov1-Nov29 (OL) ■

EDUCATIONAL PERSPECTIVES (ECED-3003)

Pre-requisite(s): ECED-1001

This course compares and evaluates Early Childhood Education philosophies and theories from both historical and contemporary perspectives. The emphasis will be on the student integrating current knowledge with experience from the field practicum, into a personal philosophy of Early Childhood Education.

Fee: \$197.50 + TB

01LC Thu Sep15-Dec22 6-9pm (C) *

FAMILY COUNSELLING (BSCI-1094)

eLab ACT

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

Fee: \$224.50 + TB

40LC Oct25-Dec6 (OL) ■

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SECOND ANNUAL ADULT SUMMER SCHOOL
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**FAMILY DYNAMICS IN SOCIAL WORK (SOCW-1005)**

This course is an introduction to family studies. It provides a firm theoretical base for understanding family dynamics. Topics such as family crisis, diversity and socialization will be examined.

Fee: \$197.50 + TB

01LC Thu Sep15-Dec22 6:30-9:30pm (C) *

**FOUNDATIONS IN ADDICTIONS:
SIGNS & SYMPTOMS (BSCI-1091)**

eLab ACT

Equivalent: BSCI-1099

Students will examine models and elements of addiction including the addiction spiral, terminology and theoretical approaches to explaining and understanding addiction. Age, gender, ethnicity, culture, and geography will be examined in relation to cycles and forms of addiction. The course will provide students with an introduction to the use of assessment tools, client communication, interviewing and treatment planning.

Fee: \$224.50 + TB

40LC Sep9-Dec2 (OL) ■

**FOUNDATIONS OF SETTLEMENT WORKERS
(HUMA-1016)**

In this course, the participants are introduced to the role of the Settlement Worker and their scope of responsibilities. The learner will explore confidentiality & privacy, Settlement philosophies of best practices, legalities and role boundaries, case management, conflict resolution, cultural competency, cultural sensitivity, relationship building and the expectations of the Settlement worker.

Fee: \$278.50 + TB

01LC Tue Sep13-Dec20 6:30-9:30pm (C) *

**FUNDAMENTALS OF PREVENTION THEORY
(BSCI-1100)**

Learn the principles of prevention theory and practice to gain the knowledge and skills required to identify, plan and implement ATOD prevention programs based on an understanding of prevention theory and models of delivery. Examine and critique current examples of different prevention programming.

Fee: \$213.70 + TB

40LC Sep13-Nov22 (OL) *

**FUNDAMENTALS OF REC LEISURE ACTIVITIES
(RECN-6001)**

This course is designed for those who deal with school aged children in after school hours programs. It examines the significance of recreation and play as learning opportunities and is concerned with the links between theory and the implementation of practical activities. A highly active and interactive teaching model will be employed.

Fee: \$246.10 + TB

30LC Sep14-Dec21 (OL) *

GROUP COUNSELLING (BSCI-1095)

eLab ACT

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.

Fee: \$224.50 + TB

40LC Nov2-Dec14 (OL) ■

GROUP DYNAMICS FOR SSW (SOCW-1001)

Group Dynamics For Social Service Professionals is designed as a theme-oriented experiential learning opportunity aimed at a greater self-understanding and knowledge of human behaviors within groups prior to entering Field Experience. This course will enable the student to acquire and demonstrate group-coaching techniques used with clients in social agencies and social welfare programs.

Fee: \$278.60 + TB

01LC Tue Sep13-Dec20 6:30-9:30pm (C) *

GUIDANCE OF THE YOUNG CHILD (ECED-1058)

eLab

Equivalent: ECED-1053

Pre-requisite(s): ECED-1008

Guidance of the Young Child is a course that explores styles of caregiving, discipline methods and the impact of the physical environment on the child's development and behaviour. The course reviews a number of theoretical approaches and guidance models.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

HUMAN DEVELOPMENT (BSCI-1092)

eLab ACT

This course examines theoretical foundation in human development, including cognitive, behavioural, self-actualization and other theoretic models. You will discuss developmental stages, relationships, and recent neuroscience research. Attention will be given to issues related to addiction and the processes of human development.

Fee: \$224.50 + TB

40LC Sep14-Oct26 (OL) ■

**INCLUSION ISSUES & IMPLEMENTATION
(ECED-3018)**

Pre-requisite(s): ECED-1049, ECED-1003, ECED-1054 & PSYC-1009

This course examines the principles and practices of an inclusive philosophy in early childhood programs. Understanding of special needs typically encountered in the early childhood population, is fostered as it relates to supporting children and their families.

Development of inclusive approaches to individual and class wide adaptation is emphasized.

Fee: \$278.50 + TB

01LC Wed Sep14-Dec21 6-9pm (C) *

INTERPERSONAL COMMUNICATIONS (COMM-6013)

Part of the early childhood educator's skills must include talking with parents and children about common concerns and discussing higher level professional topics with peers. Focus will be on finding and practicing some of the approaches that are most effective.

Fee: \$246.10 + TB

30LC Sep14-Dec21 (OL) *

INTRODUCTION TO ECE PRACTICES (ECED-1059)

eLab

Equivalent: ECED-1001

This course is designed to familiarize students with early childhood education from historical, theoretical, practical, and political points of view. Various types of child care will be examined in relation to the needs of children, families and staff. Students will be introduced to the Day Nurseries Act and other applicable legislation which affects centre's policies and operations.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆

INTRODUCTION TO SPA BUSINESS (BUSI-1097)

Students will learn techniques to successful spa marketing, promotions, advertising and gain confidence in selling products. Explore effective client retention and customer service, and ways to build a clientele.

Fee: \$197.50 + TB

40LC Sep13-Nov15 (OL) ■

**JOB TRAINING & SUPPORTS A
(HUMA-1012)**

eLab ACT

This course provides hands-on study to job training and follow-up support for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

**JOB TRAINING & SUPPORTS B
(HUMA-1013)**

eLab ACT

Pre-requisite(s): HUMA-1012

This course provides hands-on study to job training and follow-up support for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

MAKE-UP ARTISTRY (AEST-1043)

ACT

Students will learn the fundamentals and theory of natural day, evening and bridal make up applications. Knowledge of analyzing facial features and corrective make-up techniques will be examined. Emphasis is on practical demonstration and experience.

Fee: \$278.50 + \$56 MF + TB

01LC Tue Sep13-Nov22 5:30-9:30pm (C) ●

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TO LEARN MORE TURN TO PAGE 4



MARKETING & BUSINESS DEVELOPMENT A (HUMA-1010) eLab ACT

This course provides a hands-on study to job development and follow-up for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov22 (OL) *

MARKETING & BUSINESS DEVELOPMENT B (HUMA-1011) eLab ACT

Pre-requisite(s): HUMA-1010

This course provides a hands-on study to job development and follow-up for people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov22 (OL) *

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – RESOURCE CONSULTANT (ECED-6012)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – SCHOOL AGE SETTING (ECED-6013)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – TODDLER CHILD CARE (ECED-6014)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – INFANT CARE (ECED-6015)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – PRESCHOOL SETTING (ECED-6016)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MENTORSHIP: EARLY DEVELOPMENT & LEARNING – LEADERSHIP & ADMINISTRATION (ECED-6017)

Pre-requisite(s): All theory courses

Fee: \$197.50

Call to schedule

MINDFULNESS BASED STRESS REDUCTION (MBSR) (HUMA-9023)

It involves eight sessions of 2 hours each, held weekly over eight consecutive weeks. The MBSR program mirrors the format developed and refined over the past thirty years by Dr. Jon Kabat-Zinn at the University of Massachusetts Medical Centre. Mindfulness practice helps us relearn the art of relaxed, open, authentic presence – whatever

the circumstances of our busy lives. No previous experience needed. Participants undertake a daily home practice with CD's to assist them. There is also a 6 hour retreat day held on Sat Nov 26 in the second half of the course.

Fee: \$296 + \$20 MF + HST

60LC Mon Oct17-Dec5 (C) ■

Attend A Free Orientation Session: Mindfulness Based Stress Reduction Program (MBSR) on September 19, 7-8pm. A free of charge introductory session will be offered prior to the start of the course to provide you with a first-hand taste of mindfulness, an opportunity to better understand the course and a chance to meet the trainer.

OBSERVING THE YOUNG CHILD (ECED-1065) eLab

Equivalent: ECED-1049

Observation as the primary method for gathering information about young children will be the focus of the course. Students will develop skill in the implementation of a range of observation techniques which will help them to understand the behaviour of young children.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ORGANIZATIONAL BUSINESS COMMUNICATION (COMM-6002)

See Business page 29 for offering details.

PHARMACOLOGY – ADDICTIONS (PHRM-1038) ACT

This course will focus on the specific drug families, their general features, and the dynamics of the psychoactive drugs included in each classification. Attention will be given to the commonly identified substances within each of the families (e.g. alcohol, heroin, marijuana) as well as the legal and illicit psychoactive drugs that have appeared in recent years. Included also is detailed information on the pharmacokinetics of the substances in terms of short and long term use, and the effects of drug combinations and withdrawal.

Fee: \$197.50 + TB

40LC Sep13-Oct18 (OL) ■

PHILOSOPHIES OF ECE (ECED-1061) eLab

Equivalent: ECED-3003

This course encourages students to examine various philosophical approaches to early childhood education with a view to developing and stating their own philosophy. The course content addresses both historical and current factors in the development of theoretical perspectives. It focuses on comparing and contrasting some theories which differ dramatically in their approaches to early education.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

PLANNING FOR INCLUSIVE SETTINGS (ECED-6007)

Students will learn how to maximize learning opportunities for special needs students in integrated

settings by learning how to make modifications to the environment, the curriculum and common classroom processes. An understanding of the range and features of special needs (physical, emotional, social, cognitive) will be a core focus, along with an exploration of potential applications such as improved activity planning, parent support and teacher-colleague understanding.

Fee: \$246.10 + TB

30LC Sep14-Dec21 (OL) *

PORTFOLIO DEVELOPMENT WORKSHOP (BSCI-9051) 100% ONLINE

This online workshop provides applicants with a step-by-step approach to completing the Portfolio component of the International Certified Alcohol and Drug Counsellor (ICAD) certification process. The workshop provides students with examples of completed Portfolio documents, as well as information and documentation requirements for the work experience and clinical supervision components. The audience for this workshop includes those applicants who are considering or are currently involved in the development of the ICADC Portfolio materials.

Fee: \$81.50 + HST

60LC Sep19-Sep25 (OL) ●

PRINCIPLES OF HUMAN RESOURCES MANAGEMENT (MGMT-1006)

See Business page 30 for offering details.

PRINCIPLES OF INCLUSION (ECED-6006)

This course will focus on current understanding about integrating special needs children into preschool and other school programs. Government directions and relevant legislation, expanded definitions that apply to special needs program eligibility, and the variety of community agencies that have a role in supporting youngsters and their families will be a focus of theoretical study.

Fee: \$246.10 + TB

30LC Sep14-Dec21 (OL) *

PROFESSIONAL COMMUNICATION FOR ECE (COMM-1069)

This course focuses on developing students' written and oral communication skills. Through reading and responding to ECE-related material, students learn to think critically and express ideas clearly and concisely. Students have ongoing opportunities to build competence in the use of computer technology. Principles of effective professional writing, including correct grammar and appropriate tone and diction, are emphasized throughout the course.

Fee: \$278.50 + TB

40LC Sep13-Dec20 (OL) *

PROFESSIONAL ETHICS (BUSI-1075) ACT

This course will provide students with an introduction to ethical considerations involved in addictions work as it relates to the profession, their role, and



agency affiliations. The course will discuss the legal implications associated with ethical standards and professional conduct. The resources of the Canadian Addiction Counsellors Certification Federation (CACCF) will be surveyed as part of this course.

Fee: \$89.50 + TB

40LC Oct3-Oct31 (OL) ■

PROFESSIONAL MANICURE/SPA MANICURE (AEST-1040)



Students will learn the anatomy and physiology of the hand and arm, as well as sanitization and sterilization procedures. Students will learn how to professionally perform a basic and spa manicure, including proper cuticle care, clipping and filing. Application of hand treatments such as paraffin, exfoliation and mask will also be examined in addition to polishing techniques such as French and American manicure.

Fee: \$359.50 + \$125 MF + TB

01LC Mon/Wed/Thu Sep12-Oct6 5-10pm ●

PROFESSIONAL PEDICURE/SPA PEDICURE (AEST-1041)



Students will learn the anatomy and physiology of the foot, leg and nail, as well as sanitization and sterilization procedures. Students will learn how to professionally perform a pedicure and spa pedicure, with proper callous removal, clipping and filing.

Fee: \$359.50 + \$125 MF + TB

01LC Tue Jan10-Mar12 5-10pm (C) ●

PROGRAM DESIGN & IMPLEMENTATION (EDUC-6008)

This course will focus on how Child Care Directors and Supervisors can successfully guide staff in the design and implementation of a developmentally appropriate curriculum for children from 0-12 years of age. We will also look at the need for program evaluations and methods of assessing program content, materials and teaching strategies necessary to maintain quality programs which meet each Centre's objectives.

Fee: \$278.50 + TB

30LC Sep14-Dec21 (OL) *

SAFETY & LIFE SKILLS FOR NEWCOMERS (SFTY-1045)

This course focuses on the integration of Newcomers into the Canadian way of life. Through discussions and group work the following topics will be addressed; driving, safety in the home, weather and seasons, neighbourhood safety, internet safety, emergency services, food safety and transportation systems.

Fee: \$278.50 + TB

01LC Thu Sep15-Dec22 6:30-9:30pm (C) *

SKIN CARE (AEST-1046)

Through supervised hands on practice, students will learn the fundamentals of identifying different skin types, perform a skin analysis, and recognize skin conditions and disorders. Diagnose and treat skin issues by choosing proper skincare products and

selected machinery. Understand the importance of recommending home care products.

Fee: \$497.30 + \$300 MF + TB

01LC Mon/Wed Jan9-Mar7 5-10pm ●

SOCIAL & CULTURAL ISSUES IN INFANT/TODDLER CARE (EDUC-6017)

As the cultural and social profile of Canada evolves, so do the needs of infants and toddlers. This course will examine current influences on families in our diverse society. Through discussion of the issues, students will determine how the child care professional can effectively address needs that family's face today.

Fee: \$197.50 + TB

30LC Sep14-Nov16 (OL) ■

SPA MANAGEMENT & LEADERSHIP (MGMT-1202)

In the highly personal service industry there is a great need for spa managers to actively work on their own personal and emotional development. In order for staff to transmit 'the peace within' it is necessary for managers to instill this in the organization. This course is an in depth study of leadership in the spa and explores how to promote a healthy supportive working environment to staff. Learn how to effectively implement staffing schedules, conduct employee evaluations, mediate within the staff and preserve the health and wellness aspect from the inside out.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) *

THEORY & PRACTICE OF INDIVIDUAL COUNSELLING (BSCI-1096)



This unit will focus on communication skills and techniques for effective individual counselling. This will include rapport building, paraphrasing and reflecting, effective questioning techniques, an introduction to motivational interviewing techniques, effective feedback, listening skills and non-verbal communication. The dynamics of the individual counselling environment will be approached through theory and practice, with an emphasis on the role of the counselor in individual counselling.

Fee: \$224.50 + TB

40LC Sep15-Oct27 (OL) ■

TREATMENT APPROACHES (BSCI-1093)



The focus of this course is to provide students with information on current treatment approaches and practices. Students will examine a selected range of treatment models, including harm reduction, the Matrix model, Brief Solution Focused and Cognitive models, as well as those approaches currently in use within the province. Relapse and relapse prevention will also be examined as part of this unit.

Fee: \$251.50 + TB

40LC Nov3-Dec22 (OL) ■

VALUES, DEFINITION & QUALITY A (HUMA-1006)



This course explores the values and beliefs behind Supported Employment and follow-up support for

people with disabilities.

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

VALUES, DEFINITION & QUALITY B (HUMA-1007)



Pre-requisite(s): HUMA-1006

This course explores the values and beliefs behind Supported Employment and follow-up support for people with disabilities

Fee: \$143.50 + \$15 MF

30LC Sep19-Nov21 (OL) *

VICTIMIZATION II (BSCI-5003)

Students will delve deeper into the psychological and physical effects of victimization on the trauma victim and obtain a greater understanding of the causal effects on the male and female victim. Have a greater understanding of the cumulative effect of trauma, for those individuals who are dealing with single traumatic event vs. multiple incidents. Students will consider the stressful events and analyze the effects of stress on the physical body. Emphasis on the secondary victimization particularly as it relates to the service providers and what services and programs are available to help the helper.

Fee: \$ 197.50 + TB

40LC Nov22-Dec20 (OL) ■

WAXING (AEST-1042)

Through demonstration and supervised hands on practice the students will learn various hair removal treatments for the face and different parts of the body. Study the hairs anatomy and its growth cycles. Understand the importance of sanitization and sterilization and gain knowledge of various waxing precautions.

Fee: \$278.50 + \$150 MF + TB

01LC Wed/Thu Nov9-Dec19 6:30-9:30pm ●

WELLNESS IN CHILDREN (ECED-1063)



Equivalent: ECED-1005

In this course, students will take a comprehensive look at children's wellness in a child care setting addressing health, safety and nutrition. Strategies for maintaining a healthy and safe child care environment will be presented. Accessories, behaviours and conditions for safety risk in both indoor and outdoor environments will be examined. Emphasis will be placed on healthy nutrition and activity for children.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

TAKING A FANSHAWE ONLINE (OL) COURSE?

LOG IN TO YOUR ONLINE COURSE AT
WWW.FANSHAWEONLINE.CA



Information Technology

Jump in and upgrade your IT skills! Whether you are brushing up on Microsoft Office, a specific Microsoft program or looking to learn one of the many Adobe products, look to Information Technology. We have a variety of different course formats including: Professional Development In a Day workshops or short and full semester length courses.

New Courses Offered This Term

Microsoft Office 2010 – Upgrades (COMP-9615)

See page 72.

Introduction to SharePoint 2010 (COMP-9612)

See page 73.

Adobe Premiere (COMP-9613)

See page 72.

Excel Macros & Functions (COMP-9196)

See page 72.

Featured Programs

Computerized Office Essentials

Desktop Publishing

In a Day Professional Development

Certiport Testing Centre

“Fantastic! Money well spent, thank you!!”

(InDesign workshop participant)

PROGRAMS & COURSES



my eLab

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Accomplish your educational goals!

By enrolling in My eLab, you have access to an adult-friendly learning environment where you can pursue your courses on campus in a classroom setting. Benefits include: a dedicated lab reserved for eLab students, flexible hours, access to college software and resources. Best of all, you get the one-on-one support of a Learning Coach who is an experienced adult-education professional who will provide support with technical issues, assistance related to course content, and information about college services. Your coach is committed to your positive learning experience at Fanshawe, and helping you meet your academic goals.

Lab hours: Mon-Thu 11am-7pm
(effective Sep12 to Dec22).

Coach available: Mon-Thu 1-5pm. Check out the website: www.fanshawec.ca/elab.

Dates and times subject to change.
No classes Oct10 (Thanksgiving).

PC Hardware & File Management	COMP-1065
Spreadsheets Using Excel 2007	COMP-1247
Windows 7 OR	COMP-1428
Windows XP ✓	COMP-1155
Word Processing with Word 2007	COMP-1246

Desktop Publishing – Declaration of Academic Achievement

Desktop publishers use computer software to produce publication-ready material such as books, business cards, calendars, magazines, newsletters and newspapers, packaging, slides, and tickets. Graduates find work with newspapers, periodicals, book and directory publishers. This program will equip you with an appreciation of the printing process through all the printing stages. You will also gain a sound working knowledge of various graphic and layout software programs. **Note:** *It is recommended students take courses in the order listed below however it is not a requirement.*

COMPUSORY COURSES:

Adobe Illustrator – Level I	COMP-3084
Adobe Photoshop – Level I ✓	COMP-1417
Creative Suite for Print	COMP-1416
Adobe In-Design OR	COMP-1415
Desktop Publishing ✓	COMP-6022
Adobe Acrobat OR	COMP-2005
Printing Fundamentals	COMP-1202

IT Certification Testing Centre



Looking for globally recognized certifications? Come to Fanshawe College for your certification exams in Microsoft Academy Professional Certifications (including MCAS), Adobe Certified Associate, CompTIA Strata, Internet & Computing Core Certification (IC3) and more! *For more information or to book an exam, please call 519-452-4441.*

Computers – Beginner Level

Do you find technology intimidating? Are you new to computers but would like to learn the basics? Designed for the person with little to no exposure to computers, these courses offer lots of hands-on, practical exercises.

COURSES:

Computers – A Starting Point ✓	COMP-9247
Intro to Mac & iLife ✓	COMP-9417
Keyboarding Essentials ✓	COMP-1359
Microsoft Office 2010 Level I ✓	COMP-1374
Microsoft Office 2010 Level II	COMP-3080
Microsoft Office Essentials for Health Care ✓	COMP-1378

Computerized Office Essentials 

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. **Note:** *Additional courses in this program are available through OntarioLearn.*

COMPULSORY COURSES:

Computerized Accounting ✓	COMP-1066
Customer Service & Office Etiquette	MGMT-1166
Database with Access 2007 – Intro	COMP-1248
Desktop Publishing & Presentation	COMP-1068
Integrating MS Office 2007	COMP-1076
Keyboarding Essentials ✓	COMP-1359
Outlook 2007 Level I	COMP-1075

Information Security Management (ISM) Graduate Certificate Program

Secure your future in the fastest-growing market with these web-delivered courses.

- INFORMATION SECURITY** (INFO-6001)
- NETWORK SYSTEMS & COMPONENTS** (INFO-6002)
- O/S & APPLICATIONS SECURITY** (INFO-6003)
- STRATEGIC IT** (INFO-6004)
- SECURITY PROGRAMMING** (INFO-6026)
- SECURITY PLANNING** (INFO-6027)

Credits from those courses will count towards the completion of the ISM certificate in the School of Information Technology.

Register today for September 2011!
<http://www.fanshawec.ca> • 519-452-4291

Web Development Courses

Interested in creating your own website for your business or personal use? These courses have been designed for you! In the business world today, a functional website is critical for success. These courses will also teach you how to present valuable information on the web or via corporate Intranets.

COURSES:

Dreamweaver Level I ✓	COMP-1161
Effective Web Design & Development	COMP-1363
Flash	COMP-2021
HTML Level I ✓	COMP-1157
HTML Level II	COMP-1158



I.T. COURSE DESCRIPTIONS

ADOBE PHOTOSHOP (COMP-1417)

This course concentrates on the use of the powerful Photoshop software for digital manipulation and the modification of photographic images. Photo retouching will be shown as well as text editing and basic colour correction. Students will be introduced to the software and progressed to intermediate levels of skills and techniques. Whether you are a digital imaging novice or professional, work with software that lets you create without limits and that achieves high quality results.

Fee: \$197.50 + TB

01LC Tue Sep20-Nov22 6:30-9:30pm (C) *

COMPUTERIZED ACCOUNTING (COMP-1066)



Sections available through HealthCare – Course Descriptions. See page 53.

COMPUTERS A STARTING POINT (COMP-9247)

An excellent beginner computer course! Patient instructors will guide you 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.

Fee: \$188.50

01LC Wed Sep28-Nov30 6-9pm (C) *

DESKTOP PUBLISHING (COMP-6022)

Sections available through Business – Course Descriptions. See page 27.

DREAMWEAVER LEVEL I (COMP-1161)

This course is for students new to web design and who want to use Dreamweaver MX to build attractive and accessible websites. Learn how to plan your website, create and edit content, add interactivity and publish your site using Dreamweaver tools.

Fee: \$369.50 + \$20 MF + TB

01LC Thu Oct6-Dec8 6-9pm (C) *

GRAPHIC DESIGN (COMP-1304)

(Version CS5) This fast paced course offers a wide set of skills for the computer graphic newcomer. Effective design theory will be combined with Adobe software (Illustrator, Photoshop and InDesign). Discover digital illustration, improving photographs, dynamic page layout and efficient image editing.

Fee: \$278.50 + TB

01LC Thu Sep15-Dec22 6-9pm (C) *

HTML LEVEL I (COMP-1157)



Students will learn the basics of how to create dynamic web pages using HTML, HTML 5, Java Script,

and Cascading Style Sheets.

Fee: \$116.50 + TB

01LC Tue Oct18-Nov15 6-9pm (C) ▲

INTRO TO MACINTOSH & ILIFE (COMP-9417)

Get the most of your Mac! Get up and running quickly and efficiently using all of the Mac's latest features, applications and system preferences. Connect your printer, iPod, digital camera, or other device; discover email and the Internet. For new Macintosh users as well as those familiar with Mac OS 9 or Windows. You will also discover digital music, photography, movies and DVD creation with Apple's iLife Software. System 10.4 will be used.

Fee: \$206.20 + HST

01LC Mon Oct17-Nov21 6-9pm (C) ▲

KEYBOARDING ESSENTIALS (COMP-1359)

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

Fee: \$116.50 + TB

01LC Mon Oct17-Nov21 6-9pm (C) ▲

MICROSOFT OFFICE 2010 LEVEL I (COMP-1374)

Get the edge you require to stay competitive in today's job market by knowing the Microsoft Office Applications. You will be introduced to practical hands-on applications using Word, Excel, PowerPoint and Outlook.

Fee: \$335.50 + TB + HST

20LC Tue Oct11-Dec13 6-9pm (BL) *

MICROSOFT OFFICE ESSENTIALS FOR HEALTH CARE (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 2010 through hands-on experience and assignments. You will have the opportunity to acquire keyboarding skills using a standard keyboard.

Fee: \$278.50 + TB

01LC Thu Sep8-Dec15 6-9pm (C) *

WINDOWS XP (COMP-1155)

Sections available at www.OntarioLearn.com. See page 90.

REGISTER EARLY!

PREVENT COURSE CANCELLATIONS.
REGISTER AT LEAST THREE BUSINESS
DAYS BEFORE THE FIRST SCHEDULED
CLASS. TO REGISTER SEE PAGE 2.

PROFESSIONAL DEVELOPMENT | InADaY

Accounting

InADaY

QUICKBOOKS LEVEL I (COMP-9524)



Good accounting records are at the very foundation of managing your business. Learn how to perform daily accounting tasks in the General Ledger, Accounts Receivable, Accounts Payable, and Payroll. This course is geared towards someone who will do primarily data entry into QuickBooks.

Fee: \$225 + HST (includes textbook)

60LC Sat Sep17 9am-4pm (C) ●

QUICKBOOKS LEVEL II (COMP-9565)



Pre-requisite(s): COMP-9524 or equivalent software experience

This workshop is designed to teach you how to set up inventory, purchase inventory, receive inventory, inventory reports, bank reconciliation, handling taxes, and HST and PST tracking. This practical hands-on approach will enable you to take advantage of the many features QuickBooks offers.

Fee: \$225 + HST (includes textbook)

60LC Sat Oct1 9am-4pm (C) ●

SIMPLY ACCOUNTING (COMP-9611)



This is an introduction to accomplishing basic accounting tasks using Simply Accounting. Students will begin with a company file and enter transactions for general ledger, accounts receivable, accounts payable, inventory and managing capital expenses. This course will review some accounting fundamentals as they relate to the transactions at hand only.

Fee: \$225 + HST (includes textbook)

60LC Sat Sep10 9am-4pm (C) ●

Adobe CS5

InADaY

ADOBE ACROBAT (COMP-9461)



This course will teach you how to save your files in a format, pdf, that is viewable by anyone. You will learn the differences between Adobe Acrobat Reader and Professional. You will use Adobe Professional to create PDF files from documents create in other programs, how to import data and save files. You will also learn how to adjust Acrobat files and how Acrobat integrates with other programs.

Fee: \$249 + HST

60LC Sat Oct1 9am-4pm (C) ●

ADOBE ILLUSTRATOR (COMP-9457)



Not just for drawing. This course will cover the basics of text and line work, importing graphics and creating



line art. Learn about layering and file formats. You'll be making eye-catching graphics and designs in no time!

Fee: \$249 + HST

60LC Sat Oct22 9am-4pm (C) ●

ADOBE INDESIGN (COMP-9456)



Learn about Adobe's most versatile design and layout tool. This course will cover the basics of Adobe InDesign – setting up a document, working with templates, adding graphics and saving to PDF's. If you've used Photoshop or Illustrator, you're going to love InDesign.

Fee: \$249 + HST

60LC Sat Sep17 9am-4pm (C) ●

61LC Sat Nov5 9am-4pm (C) ●

ADOBE INDESIGN LEVEL II (COMP-9536)



Hone your skills and move your knowledge of Adobe InDesign CS3 to an advanced level. Using the skills learned in Level 1, learn how to create complex documents and work with a variety of palettes and tools to further understand the capabilities of this high-end design application.

Fee: \$249 + HST

60LC Sat Oct15 9am-4pm (C) ●

ADOBE PHOTOSHOP (COMP-9458)



Add new life to your old photos. This course will focus on the basics of photo editing, while also introducing layering, filters, and selections. This workshop will also touch upon some of the basics of digital photographs, such as file types and resolution.

Fee: \$249 + HST

60LC Sat Sep24 9am-4pm (C) ●

61LC Sat Nov12 9am-4pm (C) ●

ADOBE PHOTOSHOP LEVEL II (COMP-9570)



Take Photoshop to the next level! Building on your skills you have learned in Level I learn how to colour correct pictures and improve those damaged photos. Participants will also learn special effects for digital text and photographs.

Fee: \$249 + HST

60LC Sat Oct29 9am-4pm (C) ●

PHOTOSHOP FOR THE WEB (COMP-9614)



When used with Dreamweaver, Photoshop is a powerful tool for web designers to produce any web graphics required on their site. This Photoshop course provides the knowledge you need to create web graphics with Photoshop, optimize your images and export them for use in Dreamweaver and CMS tools like Wordpress. This well-rounded course includes in-depth coverage of must-have skills such as creating eye-catching effects, using color creatively, working with masks and transparency, and much more! *Prior experience or Photoshop Level I suggested.*

Fee: \$249 + HST

60LC Sat Nov19 9am-4pm (C) ●

ADOBE PREMIERE (COMP-9613)



Adobe Premiere CS5 software lets you edit faster using its robust Mercury Playback engine to run on 64 bit operating systems. This version is a dramatic improvement which could save many hours of production on your projects. It boasts an impressive array of supported formats which can be imported without additional software. Output of the edited material is optimized to easily export out to today's media options. This course is mapped to the certification objectives for the Adobe ACA and to provide the depth of information to help you use the software to its capacity. **Note:** *Course is online, self study. Continuous registration during the dates listed below.*

Fee: \$299 + HST

65LC Sep6-Dec23 (OL) ■

Microsoft 2007



ACCESS 2007 (COMP-9500)



This course will introduce you to the world of databases using Access 2007. You will learn how to design and plan a simple database, retrieve information from an existing database using query, select and sort tools, and create and modify a report.

Fee: \$225 + HST (includes textbook)

60LC Thu Sep22 9am-4pm (C) ●

61LC Fri Oct28 9am-4pm (C) ●

ACCESS 2007 LEVEL II (COMP-9555)



You will advance your skills in designing advanced queries, forms and reports while making your databases work more efficiently. Security and database tool, macros will also be introduced.

Fee: \$225 + HST (includes textbook)

60LC Fri Sep30 9am-4pm (C) ●

EXCEL 2007 (COMP-9501)



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.

Fee: \$225 + HST (includes textbook)

60LC Thu Sep15 9am-4pm (C) ●

61LC Fri Oct14 9am-4pm (C) ●

62LC Fri Nov11 9am-4pm (C) ●

EXCEL 2007 LEVEL II (COMP-9556)



This workshop will show you the more advanced built-in features Excel has to offer. You will be shown Excel's database capabilities, create templates, calculate advanced formulas, and create and customize charts.

Fee: \$225 + HST (includes textbook)

60LC Thu Sep29 9am-4pm (C) ●

EXCEL 2007 LEVEL III (COMP-9557)



Become an expert. This level III workshop will show you some advanced features to work with different

types of reports. Learn how to use some data tools, prepare online documents, collaborate with others, create/modify PivotTables or PivotCharts and use the analysis tools.

Fee: \$225 + HST (includes textbook)

60LC Thu Oct20 9am-4pm (C) ●

EXCEL MACROS & FUNCTIONS

(COMP-9196)



In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of the spreadsheet development. In this course, you will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions to create Macros in Excel 2007. **Note:** *It is highly recommended to have completed Excel Level 3 or equivalent experience.*

Fee: \$225 + HST (includes textbook)

60LC Thu Nov3 9am-4pm ●

MICROSOFT PROJECT ADVANCED

(COMP-9510)



This workshop offers advanced techniques for increased productivity and success. Focus will be on advanced scheduling techniques, advanced resource planning, and the establishments of an effective project control system. It is recommended that those considering this workshop either first take the Microsoft Project Basics session or be familiar with Microsoft Project and scheduling techniques.

Fee: \$259 + HST (includes textbook)

60LC Fri Nov11 9am-4pm (C) ●

MICROSOFT PROJECT BASICS (COMP-9511)



Microsoft Project is a valuable tool for building project schedules. The use of this application takes the hassle of calculating timelines out of your hands and engages users to be on top of the project schedule. Too often tough, Microsoft Project is purchased and tried without understanding schedule fundamentals. 'In A Day' you will have a good understanding of the concepts and will have created a simple project to reinforce your learning. It is recommended that participants have knowledge of project management concepts prior to attending.

Fee: \$259 + HST (includes textbook)

60LC Fri Sep16 9am-4pm (C) ●

61LC Thu Oct28 9am-4pm (C) ●

MS OFFICE UPGRADES (COMP-9615)



Upgrading to MS Office 2010? This session provides an overview of new features in 2010 and introduces the most common application programs used for word processing, spreadsheets, and presentations. Discover the common elements within each program that assist in helping you identify and find features quickly and easily. For in-depth training on any



specific programs (Excel, Word, Access) please see our other Microsoft offerings.

Fee: \$119 + HST

60LC	Fri	Sep16	9am-12pm	(C)	■
61LC	Tue	Oct4	6:30-9:30pm	(C)	■
62LC	Tue	Oct25	6:30-9:30pm	(C)	■
63LC	Tue	Nov15	6:30-9:30pm	(C)	■

OUTLOOK 2007 (COMP-9451)



This workshop will show you how to send emails, attachments and set up distribution lists. It will also show you all of the other great tools to get you using more than 10% of what Outlook has to offer.

Fee: \$225 + HST (includes textbook)

60LC	Wed	Oct19	9am-4pm	(C)	●
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POWERPOINT 2007 (COMP-9508)



Gain the necessary skills to create professional looking presentations. This workshop shows students how to create, modify, format, present and print a presentation. Hands-on exercises will enable students to gain practical skills needed to use PowerPoint.

Fee: \$225 + HST (includes textbook)

60LC	Fri	Oct21	9am-4pm	(C)	●
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WORD 2007 (COMP-9503)



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 importing objects.

Fee: \$225 + HST (includes textbook)

60LC	Thu	Oct27	9am-4pm	(C)	●
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WINDOWS 7 OPERATING SYSTEM

(COMP-9576)



Need to get up to speed on how to use Vista? Learn how to use the task bar interface, find and create files, file naming conversations, accessing the streamlined start menu and using Windows Slip and side bars.

Fee: \$225 + HST (includes textbook)

60LC	Fri	Sep23	9am-4pm	(C)	●
61LC	Fri	Oct21	9am-4pm	(C)	●

NEW!

ONLINE PROFESSIONAL DEVELOPMENT IN A DAY WORKSHOPS

FOR DETAILS VISIT:
WWW.FANSHAWEC.CA/INADAY



Microsoft 2010

InaDaY

ACCESS 2010 (COMP-9605)



This course will introduce you to the world of databases using Access 2010. You will learn how to design and plan a simple database, retrieve information from an existing database using query, select and sort tools, and create and modify a report.

Fee: \$225 + HST (includes textbook)

60LC	Fri	Sep23	9am-4pm	(C)	●
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ACCESS 2010 LEVEL II (COMP-9606)



You will advance your skills in designing advanced queries, forms and reports while making your databases work more efficiently. Security and database tool, macros will also be introduced.

Fee: \$225 + HST (includes textbook)

60LC	Thu	Oct6	9am-4pm	(C)	●
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EXCEL 2010 (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.

Fee: \$225 + HST (includes textbook)

60LC	Thu	Sep22	9am-4pm	(C)	●
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EXCEL 2010 LEVEL II (COMP-9603)



This workshop will show you the more advanced built-in features Excel has to offer. You will be shown Excel's database capabilities, create templates, calculate advanced formulas, and create and customize charts.

Fee: \$225 + HST (includes textbook)

60LC	Wed	Oct5	9am-4pm	(C)	●
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INTRODUCTION TO SHAREPOINT

(COMP-9612)



SharePoint 2010 is an introduction course to becoming a SharePoint contributor. This course will walk you through everything that you need to know to be able to add, update, delete and customize content on a corporate SharePoint site. In this course, you will gain an understanding of what SharePoint 2010 is, and how you can use it to improve office efficiency and effectiveness. Broaden avenues of communication through shared processes, information, allowing for increased productivity in your organization on projects. **Note: Course is online, self study. Continuous registration during the dates listed below.**

Fee: \$119 + HST

65LC	Sep6-Dec23	(OL)	■
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OUTLOOK (COMP-9609)



This workshop will show you how to send emails, attachments and set up distribution lists. It will also show you all of the other great tools to get you using more than 10% of what Outlook has to offer.

Fee: \$225 + HST (includes textbook)

60LC	Wed	Sep28	9am-4pm	(C)	●
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POWERPOINT 2010 (COMP-9608)



Gain the necessary skills to create professional looking presentations. This workshop shows students how to create, modify, format, present and print a presentation. Hands-on exercises will enable students to gain practical skills needed to use PowerPoint.

Fee: \$225 + HST (includes textbook)

60LC	Thu	Sep29	9am-4pm	(C)	●
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WORD 2010 (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 importing objects.

Fee: \$225 + HST (includes textbook)

60LC	Fri	Sep30	9am-4pm	(C)	●
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IT Workshop Packages InaDaY

E-MARKETING PACKAGE (MKTG-9022)



Maximize your presence on the Internet with this package of valuable workshops. Explore the uses of *Social Media (MKTG-9021)* and how it can be used to market your business. *Search Engine Optimization (INFO-9013)* will show you how to best position your company and ensure that you are at the top of any client's web search. Round out your experience with *Google AdWords (COMP-9575)*, which will introduce you to new methods of web advertising. **Note: See individual course for time and detailed description.**

Fee: \$579 + HST

60LC	Sat	Oct1	9am-4pm	(C)	■
	Fri	Oct14	9am-4pm	(C)	■
	Thu	Oct27	9am-4pm	(C)	■

Web Development & Interest

InaDaY

DREAMWEAVER LEVEL I (COMP-9475)



You will learn to create and publish a website using this sophisticated software. Create templates for a consistent look across multiple pages, insert images, add and customize links.

Fee: \$249 + HST

60LC	Sat	Oct15	9am-4pm	(C)	●
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INTRO TO GOOGLE ADWORDS (COMP-9575)



Learn how to place an ad in the right hand column of Google's search pages. This course will introduce you to the basics of Google AdWords. You will learn about Google's Search Engine Response Pages and AdSense network ad placements. This includes the costs involved, how to start your account, create campaigns, run ads, select your keywords, run A-B



Splits and manage your project for best results. This is an introductory course. *A free Gmail account is required for you to take part in the “hands on” portion of the class-bring your Gmail username and password with you to class.*

Fee: \$99 + HST

60LC Thu Oct27 6:30-9:30pm (C) ■

SEARCH ENGINE OPTIMIZATION (INFO-9013)

This workshop is designed to help you get your website more exposure when potential clients use any search engine. Discover tips and techniques to get you website more visible on the net!

Fee: \$265 + HST

60LC Fri Oct14 9am-4pm (C) ■

SOCIAL MEDIA MARKETING FOR SMALL BUSINESS (MKTG-9021)

This workshop provides an introduction to social media, emphasizing the impact of new technologies on small businesses. This one day introductory course is designed to simplify and demonstrate the many new channels of marketing, advertising and communication that make up Social Media and Web 2.0. Students will learn about online social networks, consumer generated content, blogs/microblogs, brand monitoring and optimizing their organization's website for social media.

Fee: \$265 + HST

60LC Sat Oct1 9am-4pm (C) ■

Online Workshops

The following workshops are available for registration at any point between September 6 and December 23, 2011. Once registered, students will have access to the workshop for 90 days. *For additional course information please visit www.fanshawec.ca/inaday. If you do not see the course you are looking for please contact us at 519-452-4441.*

- A+ 2009 Certification
- Crystal Reports 11
- Dreamweaver CS5 for Mac
- Dreamweaver CS5 for PC
- Flash CS5 for Mac
- Flash CS5 for PC
- Premiere CS5
- MS Access 2003 & 2007
- MS Excel 2003, 2007 & 2010
- MS Word 2003, 2007 & 2010
- Introduction to SharePoint
- SQL Server 2008 Designing, Optimizing & Maintaining a Database
- SQL Server 2008 Implementation & Maintenance
- Windows Server 2008 Active Directory Configuration
- Windows Server 2008 Administrator

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ACADEMIC ACCESS

- **Academic & Career Entrance (A.C.E.) Certificate Program** (12 weeks, see page 10)

BUSINESS

- **Accounting Certificate** (49 weeks, see page 19)
- **Bookkeeping Certificate** (49 weeks, see page 19)
- **General Business Certificate** (47 weeks, see page 20)
- **Health Services Management & Administration Certificate** (49 weeks, see page 21)
- **Human Resources Certificate** (47 weeks, see page 23)
- **Occupational Health & Safety Certificate** (47 weeks, see page 23)
- **Project Management Certificate** (47 weeks, see page 21)

HEALTH CARE

- **Food Service Worker Certificate Program** (17 weeks, see page 51)
- **Health Care Office Assistant Certificate** (15 weeks, see page 51)

ONLINE LEARNING

- **Computerized Office Essentials Certificate** (48 weeks, see page 77)



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Featured Programs

- Autism & Behavioural Science Graduate Certificate
- Computerized Office Essentials Certificate
- General Electives
- Information Technology
- Office Administration Certificate
- Police Foundations

CONTINUING EDUCATION

ONLINE

Our Programs. Your Schedule.

IMPORTANT DATES TO REMEMBER:					
Section Intake <i>(if available)</i>	Associated Section Code	Course Start	Registration Deadline	Refund Deadline	Course End Date
Sep	50LC	Sep9	Sep16	Sep23	Dec16
Oct	51LC	Oct3	Oct7	Oct14	Jan9
Nov	52LC	Nov1	Nov7	Nov14	Feb7
Dec	53LC	Dec1	Dec7	Dec14	Mar8



OntarioLearn (OTLN) courses are offered 100% online through a partnership with 22 Ontario Colleges, which comprise the OntarioLearn consortium. Access to all course-related content, participation in moderate online discussions and chats, submission of all assignments, access to your grades, and communication with your instructor and fellow students is all available online once registered in your course(s).

OTLN LOGIN PROCEDURES:

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

1. Go to: www.OntarioLearn.com
2. Click on **Login**, in the lower left-hand corner
3. Enter your username, which will be:
 - fa-
 - The first three letters of your first name
 - Your last name

Example: fa-johsmith (John Smith)

4. Your password is: newone
5. Once in, click on a course and it will ask you to re-login. Please use the same username and password

Your username should be in all lowercase and a maximum of 15 characters (including fa-).

INFORMATION PACKAGES:

An information package will be emailed to you after you register for your course(s). The information will be provided by your registering college. Depending on the registering college and the course you are taking, the information package will include any or all of the following: details confirming the course(s) you are registered in; details confirming "when" you can access your course; instructions on how to access your online course; technical service contact information; information on how and where to purchase your course texts and materials; details about final exams (if applicable).

ONTARIOLEARN STUDENT ORIENTATIONS:

In-person OntarioLearn orientations are available for those students who are willing and able to attend. Each session is designed to walk through the login process and answer any questions regarding OntarioLearn. *For more information about scheduled times, orientation room numbers, or for general inquiries about the orientations, contact Continuing Education at OntarioLearn@fanshawec.ca.*

For more information about your OntarioLearn courses, how to order textbooks, and frequently asked questions, visit www.fanshawec.ca/ce.

ADDITIONAL INFORMATION FOR ONLINE STUDIES USING BOTH FANSHAWEONLINE & ONTARIOLEARN:

Student Computer Labs:

The following shared labs are available on campus for Fanshawe Online Continuing Education students: F2006, F2009, F3005, F3006, F3008, F3009, F3010, D3017 & G2014. If there is a class in session, students are required to ask the instructor's permission to use a workstation.

Lab Hours:

Monday - Thursday	8am-10pm
Friday	8am-4pm
Saturday & Sunday	9am-4pm

Minimum System Requirements:

PC USERS	MAC USERS
<ul style="list-style-type: none"> • Windows 2000 • Pentium 1000 • 128MB of RAM • 56K Modem • Internet Explorer 6.0 or Firefox 2.0 • Microsoft Office XP 	<ul style="list-style-type: none"> • OSX • PowerPC G3 • 512MB of RAM • 56K Modem • Safari 1.3 • Microsoft Office V.X.

Note: System requirements may change based upon course requirements. Internet browsers listed are the official browsers supported by FanshaweOnline. Compatibility with other browsers will vary.

Final Grades:

Your final grade will be available on WebAdvisor approximately three weeks after your course end date, which you can access by visiting, <https://webadvisor.fanshawec.ca>. Your WebAdvisor username and password may not be the same as your FanshaweOnline or OntarioLearn username and password. If you encounter any login difficulties, contact Help Desk at 519-452-4430 x4357. The hours of operation are 8am-8pm Mon-Thu; 8am-4:30pm Fri.

Withdrawals/Refunds:

Withdrawals before the refund deadline will result in a full refund less Administration Fee and Material Fee, if applicable. A withdrawal after the refund deadline, but before the course is 70% complete, will result in an official withdrawn status but no monetary refund. For additional information about refunds, please refer to pages 4-5.

DO YOU WANT TO TAKE AN ONLINE COURSE BUT ARE AFRAID TO DO SO?

REGISTER FOR MY ELAB!
WWW.FANSHAWEC.CA/ELAB

PROGRAMS & COURSES

Accessibility Specialist

Accessibility Specialists provide opportunities for individuals with injuries or physical, sensory and learning disabilities to access to employment or reach their learning goals through a variety of assessment, skills upgrading and personal development services. Accessibility Specialists enhance the quality of life for persons with disabilities, by providing individuals with the proper assistive and augmentative technologies. The program would consist of academic courses and field practicum. Individual courses may be of interest to parents, friends and family of individuals with disabilities. All courses in the Accessibility Specialist Certificate will be provided in partnership with ATN (a local disability services provider) and will be delivered offsite and online.

COURSES:

Assistive Technologies Fundamentals ✓	BSCI-1064
Disability: The Law, Community Resources & Funding ✓	BSCI-1066
Physical Disabilities Level I ✓	BSCI-1065
Physical Disabilities Level II	BSCI-1068
Practicum in Area of Specialization	BSCI-1073
Specific Learning Disabilities ✓	BSCI-1067

ELECTIVE COURSES (Select 2):

Blind, Visually Impaired, Deaf, Hearing	BSCI-1069
SLC-Compensatory & Remedial Reading & Study Tools	BSCI-1072
SLD-Compensatory Writing & Org. Tools	BSCI-1071
Universal Internet Access	BSCI-1070

Addictions Fundamentals Certificate



This program provides a specific focus on the knowledge, skills and techniques that are recognized as being fundamental to work in the addictions field. It is intended for those individuals wishing to further advance

All related courses are listed in alphabetical order following the program descriptions.

knowledge in current developments 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 Fundamentals in Addiction. This Certificate serves as the first step towards meeting the advanced requirements of the CACCF, including testing and practical experience work hours.

COURSES:

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

Autism & Behavioural Science Graduate Certificate

The following online courses are facilitated through OntarioLearn and may be used toward Fanshawe's Autism and Behavioural Sciences Graduate Program. This online program provides students with a firm grounding in the Principles of Applied Behaviour Analysis (ABA) and includes the application of these principles to Intensive Behaviour Intervention practices for individuals with autism spectrum disorders (ASD). The curriculum teaches graduates about the range of evidence-based practices in autism treatment, the characteristics of the full spectrum of ASD, as well as child development and augmentative communication systems as they relate to the behavioural treatment of individuals with ASD. Graduates may also be attractive to other employers such as families, School Boards, private providers and community agencies that serve individuals with autism spectrum disorders.

ADMISSION REQUIREMENTS:

- Before registration will be opened to

registrants, prospective students are required to provide proof of a successful completion of an approved diploma or degree program in a related discipline: behavioural science, early childhood education, child and youth worker, developmental services worker, social services worker, sociology, psychology, child studies, education.

PART 1 COMPULSORY COURSES:

Ethics & Professionalism ✓	HLTH-1167
Introduction to Applied Behaviour Analysis ✓	HLTH-1121
Introduction to Autism Spectrum Disorder ✓	HLTH-1122
Specialized Instructional Strategies ✓	EDUC-1068
Working with Families & Teams ✓	HLTH-1123
Non-Violent Crisis Prevention/ Intervention (offered on campus) Field Placement 1	

PART 2 COMPULSORY COURSES:

Behavioural Skill Building ✓	HLTH-1124
Parent & Staff Training ✓	EDUC-1069
Transition Planning & Implementation ✓	HLTH-1125
Treating Challenging Behaviours ✓	HLTH-1126
Field Placement 2	

Field Placement can only be fulfilled once all of the preceding courses have been completed. All Field Placements are arranged through Fanshawe's Field Placement Coordinator and are unpaid. Students must register with PARAMED to fulfill requirements for Field Placement. For additional information, please email ce@fanshawec.ca.

Computerized Office Essentials Certificate

This online program lets you practice and demonstrate real-world job skills. The ability to use these skills will enable you to adapt to changing office environments and solve business problems.

COURSES:

Building & Maintaining Customer Relationships ✓	MGMT-1194
Intro to Computers ✓	COMP-1016
Intro to MS Outlook ✓	COMP-1145
Keyboarding for Computers ✓	OFAD-1008
MS Access ✓	COMP-1022

MS Excel ✓	COMP-1023
MS Word ✓	COMP-1021
Presentations & Desktop Publishing ✓	COMP-1154
QuickBooks ✓	COMP-1418
Software Application Integration ✓	COMP-1337
Windows 7 ✓ OR	COMP-1436
Windows Vista ✓ OR	COMP-1406
Windows XP ✓	COMP-1155

Crisis Intervention - Declaration of Academic Achievement

For professionals 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 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:

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

Educational Assistant Graduate Certificate

In the Educational Assistant Post-Graduate program, participants develop the knowledge and skills necessary to work with students with special physical, behavioural, sensory or learning needs. This program prepares participants to provide support to students and teachers, implementing teacher-developed programs. Students gain valuable skills and experience in their field placement.

COMPULSORY COURSES:

Intro to Psychology ✓	CRIM-1002
Developmental Psychology ✓	PSYC-1031
Foundations in Education ✓	EDUC-1051
Personal & Interpersonal Dynamics ✓	COMM-1089
Classroom Skills ✓	EDUC-1052
Computers in Education ✓	COMP-1393

All related courses are listed in alphabetical order following the program descriptions.

Exceptionalities I ✓	PSYC-1059
Exceptionalities II ✓	PSYC-3013
Exceptionalities III ✓	PSYC-5018
Working Safely in an Educational Setting ✓	SFTY-1034
Educational Assistant: Field Placement	EDUC-1029

Home Inspection Certification

Home inspection is a consulting service that helps homebuyers make informed decisions about their prospective new home. Standards of Practice define a minimum and uniform standard for private, fee-paid home inspectors. Home inspections performed to these standards are intended to provide the client with information regarding the condition of the systems and components of the home as inspected. The systems and components of a house include roofing, structure, electrical, heating, air conditioning/heat pumps, plumbing, exterior, insulation and the interior. Perfect for individuals working in the field or those interested in exploring a new venture, this program leads to Certification by the Ontario Association of Home Inspectors (OAHI). **Note:** Call OAHI to determine your course requirements 416-256-0960 or toll free 1-888-744-6244.

COMPULSORY COURSES:

- OAHI Defection Recognition & Reporting (4-day course given by OAHI)
- Part 9: The House ARCH-1011
 - Building Envelope
- Part 9: The House ARCH-1008
 - Health & Safety
- Residential Heating Inspection (offered through OAHI)
- Residential Electrical Inspection (offered through OAHI)

Plus one of the following:

- OAHI-approved Introduction to Home Inspection course. This course is also available through the Humber online program. Check with OAHI before taking any courses to make sure they meet their requirements.
- Have passed ASHI Exam A and B, or CAHI, OAHI Insurance Qualification Exam.
- Completed 30 hours of OAHI or ASHI seminar programs.

THE FOLLOWING OAHI COURSES ARE AVAILABLE ONLINE:

Air Conditioning & Heat Pumps ✓	CIVL-1050
Communication & Professional Practices ✓	COMM-1093
Electrical Inspection ✓	CIVL-1047
Exterior Inspection ✓	CIVL-1052
Heating Inspection I ✓	CIVL-1048
Heating Inspection II ✓	CIVL-1049
Interior/Insulation Inspection ✓	CIVL-1053
Plumbing Inspection ✓	CIVL-1051
Roofing Inspection ✓	CIVL-1045
Structure Inspection ✓	CIVL-1046

Office Administration Certificate

Designed to upgrade your knowledge and skills in the office administration field, this online program allows students to enter this field of work (from a related or unrelated field) to study specific areas of office administrative work including supervision and word processing and to prepare for positions of greater responsibility in office administration.

COMPULSORY COURSES:

Business Microcomputer Application ✓	COMP-1090
Office Technology & Procedures ✓	OFAD-1005
Organizational Business Communication ✓	COMM-6002
Principles of Accounting I ✓	ACCT-1004

ELECTIVE COURSES (Select 3):

Applied Simply Accounting	ACCT-1072
Internet Essentials ✓	COMP-1008
MS Access ✓	COMP-1022
MS Excel ✓	COMP-1023
MS PowerPoint ✓	COMP-1024
MS Word ✓	COMP-1021
Principles of HR Management ✓	MGMT-1006
Windows 7 ✓	COMP-1436
Windows Vista ✓	COMP-1406

TAKING A FANSHAWE ONLINE (OL) COURSE?

LOG IN TO YOUR ONLINE COURSE AT
WWW.FANSHAWEONLINE.CA

Spa Management Certificate

This program is designed to prepare graduates with the knowledge, skills and techniques to act as a Spa Salon Manager. The program provides appropriate emphasis on spa leadership, training and development, health and safety, human resources, marketing, sales, customer service, communication, computer skills, business management, operations and strategic planning. Graduates will acquire skills to recognize exceptional spa services, adhere to industry regulations and standards and to effectively manage a business.

COMPULSORY COURSES:

Accounting & Finance for Spa Managers ✓	ACCT-1074
Client Service & Communication ✓	COMM-1090
Computer Studies ✓	COMP-1395
Principles of Human Resource Management	MGMT-1203
Spa Management & Leadership ✓	MGMT-1202
Spa Marketing	MKTG-1053
Training & Development	MGMT-1204

Sterile Processing Certificate

Students will acquire the knowledge and skills for career opportunities in hospitals, surgical centers and health care settings related to the sterilization, preparation and storage of equipment, instruments and supplies. Students will learn critical techniques in safe handling of instrumentation, infection control and aseptic techniques. **Note:** Courses must be completed in sequence as offered (except for HLTH-1006 and MGMT-1107).

COMPULSORY COURSES:

Basic Anatomy & Related Terminology ✓	HLTH-1006
Human Relations ✓	MGMT-1107
Microbiology & Infection Control	HLTH-1118
Identification, Care & Handling of Instrumentation	HLTH-1119
Decontamination, Principles, Procedures & Practices ✓	HLTH-1105
Assembly, Wrapping & Packaging ✓	HLTH-1108
Disinfection & Sterilization Concepts & Techniques ✓	HLTH-1110
Sterile Storage, Inventory Control & Management of Resources ✓	HLTH-1112

All related courses are listed in alphabetical order following the program descriptions.

College & University Pre-requisite Humanities, Math & Science

The following online courses are credit courses, which may be taken for general interest or may count towards required electives for your area of study. For post-secondary equivalency, please consult your Program Coordinator.

HUMANITIES

Abnormal Psychology ✓	PSYC-1045
Communications – College Prep ✓	COMM-1081
Critical Thinking ✓	LIBS-1005
Critical & Creative Thinking ✓	MGMT-1103
Developmental Psychology ✓	PSYC-1031
Ethical Issues in Business ✓	MGMT-3021
Facilitating an Online Course ✓	DEVL-1030
Humanities ✓	HUMA-1020
Intro to Philanthropy ✓	FNDR-6005
Intro to Psychology ✓	CRIM-1002
Intro to Sociology ✓	SOCI-1030

The following Math and Science courses are designed to be 100% online equivalent pre-requisite courses for College & University programs. Please consult your admitting college or university program coordinator to verify program alignment.

MATH

Basic Arithmetic ✓	MATH-1151
Business Math ✓	MATH-1052
Calculus Prep Mathematics I ✓	MATH-1152
Calculus Prep Mathematics II ✓	MATH-3042
Finance & Accounting Math ✓	MATH-1087
Fundamental Mathematics ✓	MATH-1147
Mathematics Fundamentals ✓	MATH-1165
Statistics ✓	MATH-1045
Technical Mathematics ✓	MATH-1171
Technology Advanced Prep Mathematics ✓	MATH-3041

SCIENCE

Biology – College Prep ✓	BIOL-1026
Chemistry – College Prep ✓	CHEM-1017
Preparatory Physics ✓	PHYS-1037
University Pre-requisite Biology II ✓	BIOL-3009
University Pre-requisite Chemistry II ✓	CHEM-3011

Early Childhood Education (ECE)

When registering for your last course in the ECE Diploma Program, please notify Human Services 519-452-4224.

ECE COURSES FROM DIPLOMA:

Canadian Families: Change & Diversity ✓	SOCI-3003
Child Development I ✓	ECED-1056
Curriculum Development I ✓	ECED-1057
Curriculum Development III ✓	ECED-5009
Emotional Development & Early Relations ✓	ECED-1003
Guidance of the Young Child ✓	ECED-1058
Introduction to ECE Practices ✓	ECED-1059
Observing the Young Child ✓	ECED-1065
Partnerships with Families	ECED-3022
Philosophies of ECE ✓	ECED-1061
Professional Communication for ECE ✓	COMM-1069
Wellness in Children ✓	ECED-1063
Working with Parents ✓	ECED-1064

Note: Please see page 62 for more information.

Food Service Worker

The following online courses represent components of various Food Service programs. For post-secondary equivalency, please consult your Program Coordinator.

COURSES:

Communication & the Food Service Worker ✓	COMM-1078
Industrial Hygiene ✓	STFY-3009
Introduction to Nutrition ✓	NUTR-1009
Institutional Food Service ✓	FDMG-1056
Nutrition in Health Care ✓	NUTR-1010
Quantity Food Preparation ✓	FDMG-1057
Sanitation & Safety ✓	SANI-1006

LOOKING FOR PROFESSIONAL DEVELOPMENT?

EXPERIENCE THE DIFFERENCE A DAY CAN MAKE!
REGISTER FOR AN IN A DAY WORKSHOP.
VIEW WORKSHOPS ONLINE AT:
WWW.FANSHAWEC.CA/INADAY

General Education Credits

The Fanshawe College School of Languages and Liberal Studies has approved the following courses as credits. The student must receive a 'C' standing, or better to be awarded a credit standing for a General Education Course.

COURSES:

Art History & Theory ✓	ARTS-1013
Cults & Terrorism ✓	SOCI-1041
Environmental Citizenship ✓	ENVR-1016
Growing Up Digital – Living & Working in Canada ✓	DIGL-1023
Hockey Hall of Fame Presents ✓	RECN-1034
Human Sexuality ✓	SOSC-1010
Intro to Children's Literature	LIBS-1004
Myths & Legends ✓	LIBS-1002
Personality Psychology ✓	PSYC-1081
Political Geography ✓	GEOG-1004
Racism & Discrimination ✓	SOCI-1040
Science Fiction ✓	LIBS-1003
Sexual Violence ✓	SOSC-1008
Understanding Literature ✓	ENGL-1048
War & Terrorism ✓	SOCI-1053
What in the World is Going On? ✓	COMM-1108

Information Technology

The following online courses represent components of various IT programs. For post-secondary equivalency, please consult your Program Coordinator.

COURSES:

A+ Certification Hardware ✓	COMP-1342
A+ Certification Software ✓	COMP-1343
Adobe InDesign Basics ✓	COMP-1437
Adobe Photoshop Level I ✓	COMP-1146
Adobe Photoshop Level II ✓	COMP-1171
Advanced Design Principles ✓	COMP-5060
Advertising & Sales Promotion ✓	BUSI-1081
Basic Quark Xpress ✓	COMP-1439
Cisco Cert. Network Associate I: Intro to Networking ✓	INFO-1134
Cisco Cert. Network Associate 2: Routing ✓	INFO-3088

All related courses are listed in alphabetical order following the program descriptions.

Cisco Cert. Network Associate 3: Switching ✓	INFO-5078
Cisco Cert. Network Associate 4: Wide Area Networks ✓	INFO-3087
Computers I – Intro ✓	COMP-1016
Computers II – Intro ✓	COMP-1443
Creating Web Pages with HTML I ✓	COMP-1140
Creating Web Pages with HTML II ✓	COMP-1053
Database Design for Information Workers ✓	INFO-1159
Design Basics ✓	COMP-1438
Developing a Graphic Design Portfolio ✓	COMP-1068
Dreamweaver – Intro ✓	COMP-1148
Dreamweaver – Advanced ✓	COMP-5058
Ensuring Successful Printing Results ✓	COMP-1067
Flash – Intro ✓	COMP-1147
Flash – Intermediate ✓	COMP-3061
FrontPage/Expression Web – Intro ✓	COMP-1033
GIS Software – ArcView ✓	INFO-1158
Intro to C# Programming ✓	COMP-1344
Java Intro ✓	COMP-1152
Java Intermediate ✓	COMP-1199
Java Advanced ✓	COMP-5038
JavaScript ✓	COMP-1190
MS Access – Advanced ✓	COMP-1050
MS Excel – Advanced ✓	COMP-1051
MS Excel Formulas ✓	COMP-5059
MS Office – 2007/2010 ✓	COMP-1442
MS Word – Advanced ✓	COMP-1049
Network + 2009 ✓	SYST-1023
Project Management & Scheduling Software ✓	COMP-1141
QuickBooks ✓	COMP-1418
QuickBooks Advanced ✓	ACCT-5011
Visual Basic.NET – Intro ✓	COMP-1025
Visual Basic.NET – Intermediate ✓	COMP-3062
Visual C++ Intermediate ✓	COMP-1052

Language Training – Credit

Braille Level 1 ✓	COMM-1107
French 1 ✓	FREN-1104
French 2 ✓	FREN-3004
French 3 ✓	FREN-5002
French 4 ✓	FREN-5003
French 5 ✓	FREN-5004

Police Foundations

The following online courses have been approved by the Health Sciences & Human Services division as equivalent credits for the Police Foundations diploma program. A minimum 'C' average is required in order to gain credit for the diploma.

COURSES:

Behaviour Management & Crisis Intervention ✓	BSCI-1086
Canadian Justice System & Legislation ✓	CRIM-1027
Canadian Politics ✓	POLI-1007
Communications I ✓	COMM-1053
Communications II ✓	CRIM-1013
Community Policing I ✓	CRIM-1020
Community Policing II ✓	CRIM-1026
Community & Social Services ✓	CRIM-1012
Conflict Management ✓	CRIM-1022
Contemporary Canadian Social Problems ✓	CRIM-1010
Criminal & Civil Law ✓	CRIM-1015
Criminal Code ✓	CRIM-1016
Criminal Code & Federal Statutes ✓	CRIM-1021
Criminology ✓	CRIM-1006
First Nations People ✓	CRIM-2002
Forensic Psychology ✓	CRIM-2001
Interpersonal & Group Dynamics ✓	SOCI-1022
Interviewing & Investigation ✓	CRIM-1017
Intro to Intercultural Communications ✓	COMM-1098
Intro to Psychology ✓	CRIM-1002
Intro to Sociology ✓	SOCI-1030
Police Powers I ✓	CRIM-1009
Police Powers II ✓	CRIM-1023
Principles of Ethical Reasoning ✓	CRIM-1004
Provincial Offences ✓	CRIM-1024
Traffic Management ✓	CRIM-1019
Youth in Conflict ✓	CRIM-1018

Race Relations

This innovative on-line program addresses the issues of racial inequity, negative stereotyping and racial profiling. It will give the learner measures of prevention and education aimed at the eradication of racism, racial discrimination and related intolerance.

COURSES:

Diversity & First Nations ✓	SOCI-3015
Interpersonal & Group Dynamics ✓	SOCI-1022
Introduction to Intercultural Communication ✓	COMM-1098
Personal & Interpersonal Dynamics ✓	COMM-1089
Racism & Discrimination ✓	SOCI-1040

Taxation & Auditing

The following online courses may be used to supplement ongoing accounting programs, or as stand-alone course. For post-secondary equivalency, please consult your Program Coordinator.

COURSES:

Auditing I ✓	ACCT-3025
Auditing II ✓	ACCT-1090
QMS Process Auditing ✓	ACCT-1067
Taxation I ✓	ACCT-1085
Taxation II ✓	ACCT-3034

DID YOU KNOW YOU HAVE TO APPLY TO GRADUATE?

GO TO WWW.FANSHAWEC.CA/CE, CLICK ON THE ADDITIONAL INFORMATION LINK AND THEN DOWNLOAD THE GRADUATION APPLICATION FORM. FOR MORE INFO CALL 519-452-4444.





ONLINE LEARNING COURSE DESCRIPTIONS

A+ CERTIFICATION HARDWARE (COMP-1342)

This course prepares students for careers in the computer support service field. Emphasis is on IBM and IBM-type personal computers (PCs). Students gain a greater understanding of typical PC components and their relationship to the computer's operating system and peripherals. Students will gain hands-on experience in diagnosis and troubleshooting, which helps prepare them to service PCs and related equipment. This course will assist students in preparing for the A+ hardware certification exam. Students are required to book their own certification exam date with CompTIA. Certification exams are an additional cost.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

A+ CERTIFICATION SOFTWARE (COMP-1343)

This course along with A+ Essentials Hardware, validates knowledge of basic computer operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. Completion of this course and the A+ Essentials Hardware will enable students to write the core CompTIA A+ Essentials Exam 220-601. The Essentials exam validates the basic skills needed by any entry-level service technician regardless of job environment. It is the first of two exams required to achieve one of the following three designations: A+ IT Technician (exam 220-602), A+ Remote Support Technician (exam 220-603) or A+ Depot Technician (exam 220-604). Students are required to book their own certification exam date with CompTIA. Certification exams are an additional cost.

Fee: \$384.30 + TB

50LC May13-Aug19 (OTLN) ◆

ABNORMAL PSYCHOLOGY (PSYC-1045)

This course builds on the information from Psychology I. The emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. Additionally, there are discussions about eating and sleeping disorders, stress and post-traumatic stress disorder.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆
51LC Oct3-Jan9 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆

ABUSE & FAMILY VIOLENCE (SOC1-1059)

Examine the complex factors and conditions that contribute to various forms of abusive situations

within the family. The cyclical and transactive nature of violence within partner relationships and the resulting impact on the child will be addressed. Explore the various professional roles with respect to prevention and intervention, current community response initiatives, and family, methods of helping individuals develop conflict resolution skills for replacing dysfunctional patterns.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ACCOUNTING & FINANCE FOR SPA MANAGERS (ACCT-1074)

Learn successful methods of accounting and finance currently used in the spa industry. Students will learn accounting basics and how to apply their skills in a practical approach. Learn about modern business activities and experience real accounting applications through case studies. This step by step course gives an introductory knowledge of accounting concepts and procedures.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) ■

ACQUISITIONS (INFO-1163)

This course covers the acquisition of monographs. You will develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. This is a required course in the Library and Information Technician Diploma.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADOBE INDESIGN BASICS (COMP-1437)

This course will cover the fundamental aspects of this rising star in the desktop publishing and design industry. Topics covered will include: creating master pages and single and multiple page documents with single and multiple text columns of text; importing text from various sources and flowing it into linked columns of various shapes and sizes; proper kerning/leading and spacing of text and; combining text with imported photos and graphics.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADOBE PHOTOSHOP LEVEL I (COMP-1146)

This course will develop the student's design and image creation skills using Adobe Photoshop. Students will be introduced to the tools and commands of this extremely popular digital imaging/web image program. These will include the input of photographic images, selection of specific picture areas for adjustment, use of special tools to control such functions as colorizing, blurring, distorting, adding text, combining images, and the basic process of preparing the file for outputting to hardcopy.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADOBE PHOTOSHOP LEVEL II (COMP-1171)

Further introduction to some of the more advanced concepts of Photoshop. Topics include: preparing images for print, quick mask, blending images together, preparing images for web use, colour mapping and using alpha channels. The student will explore advanced digital imaging processes for the web through the use of the tools available in Adobe's Photoshop software. The student will continue to advance sensibilities towards design parameters and style, creatively develop and assess various design solutions, and execute the projects in a professional manner, to produce appealing results.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADULT LEARNING (EDUC-1059)

This course focuses on learning how to apply the principles of adult learning and to develop basic skills essential to successful instruction. This is specifically designed for teachers and trainers in all fields who present information to adults.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆

ADULTS WITH LEARNING DISABILITIES (EDUC-1063)

This course provides insight into the needs and issues of Adults with Learning Disabilities in the educational or training setting and society as a whole. You will gain general knowledge and awareness of the various exceptionalities with a primary focus on understanding adults with Learning Disabilities. Strategies and skills are explored so that educators/trainers can provide appropriate modifications and accommodations to course content, delivery and evaluation, to ensure that all learners have an opportunity to be successful.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADVANCED DESIGN PRINCIPLES (COMP-5060)

After completing Design Basics – students have learned the essentials of design. This course will build upon that knowledge by addressing real world print design issues about colour, photo placement and resolution, file formats and choosing type. Students will learn how to communicate a clear and consistent message and will use this knowledge to create a book cover, brochure, and identity package for a client.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADVANCED MEDICAL TRANSCRIPTION (OFAD-3001)

This course is designed for transcriptionist wishing to perfect their skills in medical transcription and terminology. The main purpose of the course is to develop and refine transcription skills to a competitive level by using the learning activities included in the textbook.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

**ADVANCED SECURITY (SRTY-5001)**

The world has changed since the traumatic events on Sept 11, 2001. Students who are entering the world of corporate security need to be aware of the threats to Canada and the properties they will be responsible for securing. This course is designed to alert students to current and broad issues related to the field of terrorism as it affects private security, emergency planning and related matters. Other topics include bomb threats, cargo thefts, strike procedures, workplace violence, as well as health and safety issues.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ADVERTISING & SALES PROMOTION (BUSI-1081)

This course will introduce key concepts related to the promotions mix and the various components will be introduced in an IMC (integrated marketing communications) framework. Students will be introduced to a variety of creative approaches to attract attention and effectively communicate marketing messages. The role and advantages of advertising, sales promotion, public relations, direct marketing, and internet marketing will be introduced. Ethical and regulatory considerations will also be explored.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

AIR CONDITIONING & HEAT PUMPS (CIVL-1050)

Emphasis in this subject is on cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ALCOHOL & GAMING (SRTY-1008)

This course is divided into two parts. The first half of the course will focus on the Liquor Licence Act, including an examination of the most frequently breached sections of the Act and regulations.

Enforcement powers and procedures to encourage compliance with the legislation will be examined. The second half of the course will examine the Gaming Control Act, with emphasis on relevant sections of the Act, and the enforcement powers available to encourage compliance with the Act.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

REGISTER EARLY!

PREVENT COURSE CANCELLATIONS.
REGISTER AT LEAST THREE BUSINESS
DAYS BEFORE THE FIRST SCHEDULED
CLASS. TO REGISTER SEE PAGE 2.

ANATOMY & PHYSIOLOGY I FOR RPN (ANAT-1026)

This course examines the normal structure and function of the human adult. It begins with an orientation to the human body including an introduction to the concepts of complementarity, metabolism, fundamental physiological needs and homeostasis. The levels of body organization are then examined and all knowledge is then applied to the study of the integumentary, skeletal, muscle and the nervous systems. Learner preparation and learning activities are designed to promote critical thinking.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ANATOMY & PHYSIOLOGY II FOR RPN (ANAT-3004)

This course continues to examine the normal structure and function of the human adult. The student relates knowledge gained in Anatomy and Physiology I to the study of the endocrine, circulatory, digestive, respiratory, urinary and reproductive systems. The concepts of water, electrolyte and acid-base balance are re-examined building on the foundation established in Anatomy and Physiology I. Learner preparation and learning activities are designed to promote critical thinking.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ARCHIVES (INFO-1165)

This course focuses on developing a working understanding of archival theory and practice to manage archival records effectively. Explore the nature of archival documents, the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventative conservation and facility planning and security. Library option (elective) for Library and Information Technician Diploma; required for Records and information Management Certificate students.

Fee: \$314.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

ART HISTORY & THEORY (ARTS-1013)

This course is designed to familiarize students with early historical foundations to present day exemplars of art making. World art with an emphasis on Western art history (from renaissance to today) and minor focus on international art (Canadian, Contemporary, Asian, First Nations, Islamic, etc.) is covered. Students will be expected to complete required readings, write an essay and final examination.

Fee: \$340.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ASSEMBLY, WRAPPING & PACKAGING (HLTH-1108)

Introduces students to the proper techniques for the assembly, wrapping and/or packaging of surgical instruments, supplies and patient care equipment.

Fee: \$211.10 + TB

52LC Nov1-Nov29 (OTLN) ◆

ASSESSMENT & EVALUATION (EDUC-1060)

This course is designed to give learners an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be utilized in order to understand and meet the needs of learners and stakeholders. Learners will be encouraged to evaluate their own practice as a teacher or trainer in their environment.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

ASSISTIVE TECHNOLOGY FUNDAMENTALS (BSCI-1064)

Designed to provide the learner with a basic knowledge of assistive technology, explores potential students' technological and learning needs. Facilitates the role of assistive devices in the development of individual learning plans.

Fee: \$278.50 + TB

40LC Sep9-Dec12 (OL) ■

AUDITING I (ACCT-3025)

This course is an introduction for students who have not had any experience in auditing and covers the auditing concepts and procedures of external auditing. The aim is for students to understand the philosophy and environment of auditing. Topics covered include an overview of auditing with special attention given to the nature and economic purpose of audits; reporting, professional standards and ethics; legal liability; audit objectives, evidence, and documentation; planning and analysis; materiality and risk; and internal control.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

AUDITING II (ACCT-1090)

This course is a continuation of Auditing I and begins with an in-depth study of internal controls. It then applies the concepts of Auditing I to the audit of sales, acquisitions, payroll, inventory and cash balances and related income statement and balance sheet accounts. Students will learn the appropriate audit procedures and audit objectives for tests of controls and tests of details of balances.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

BASIC ANATOMY & RELATED MEDICAL TERMINOLOGY (HLTH-1006 OR HLTH-1130)

Develop the language required to communicate effectively in a medical setting. Medical terminology, word structure as well as diagnostic procedures and pharmacology related to twelve body systems will be studied.

Fee: \$278.50 + TB

40LC HLTH-1006 Sep12-Dec19 (OL) ■

Fee: \$346.50 + TB

51LC HLTH-1130 Oct3-Jan9 (OTLN) ◆

52LC HLTH-1130 Nov1-Feb7 (OTLN) ◆

53LC HLTH-1130 Dec1-Mar8 (OTLN) ◆



BASIC ARITHMETIC (MATH -1151)

This course provides students with the basic arithmetic skills required in everyday life. Students will learn fundamental algebra needed for further courses or programs where mathematics is applied.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BASIC QUARK XPRESS (COMP-1439)

Pre-requisite(s): Introduction to Computers or equivalent

Discover fundamental aspects of this traditional industry standard in desktop publishing and design. Topics include: creating master pages; single and multiple page documents, single and multiple columns of text; importing text and flowing it into linked columns of various shapes and sizes; proper kerning/leading; spacing of text; combining text with imported photos and graphics; changing font or photo sizes and rearranging elements within a page. *Software: Quark XPress 5.5 or higher.*

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BEGINNING MEDICAL TRANSCRIPTION (OFAD-1014)

This is a beginning medical transcription course designed to provide students with a working knowledge of transcription of medical reports. Transcription is taking the spoken word and turning it into a written document. Case studies are provided so that the student will gain knowledge in the transcribing of various medical reports. Medical reports will be transcribed from ten individual case studies, each of which concerns an inpatient with a specific medical problem.

Fee: \$346.50

50LC Sep9-Dec16 (OTLN) ◆

BEHAVIOUR MANAGEMENT & CRISIS INTERVENTION (BSCI-1086)

The emphasis is on developing understanding of the principles of basic behaviour management and crisis prevention common to all helping relationships.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BEHAVIORAL SKILL BUILDING (HLTH-1124)

This course presents a comprehensive review of procedures for choosing and organizing curriculum for students with autism of various ages. A review of basic behaviour principles and teaching strategies will be discussed. Emphasis will be placed on curriculum development such as the utilization of the Assessment of Basic Language and Learning Skills (ABLLS). Curriculum development will be discussed with an emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BENEFITS ADMINISTRATION (MGMT-1227)

Benefits and their administration in business are examined, including such topics as the Canada Pension Plan, Workers' Compensation, government health plans, and pension programs. Life, accident and health insurance, other than that, which is provided by the government, are studied. This course also covers contractual benefits such as rest periods, vacations and sick leaves and volunteer benefits such as social, recreational, and cultural activities and counselling. Additional topics include costing, program design, E.A.P.'s and special programs such as retirement planning and fitness projects.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BIOLOGY – COLLEGE PREP (BIOL-1026)

This course focuses on the processes involved in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, animal anatomy and physiology, plant structure and physiology, and genetics. Emphasis will be placed on the practical application of concepts, and on the skills needed for further study in various branches of the life sciences and related fields.

Fee: \$278.50 + TB

40LC Sep12-Oct31 (OL) ■

BORDER SERVICES (PFLP-1017)

The first part of this course is designed to provide the student with an understanding of Canada Customs as it pertains to the duties of Customs Officers: the Customs Act as it relates to the movement of persons and goods into and out of Canada. The second part is designed to provide the student with an understanding of the Employment and Immigration Canada as it relates to the administration and enforcement of the Immigration Act and Regulations with particular emphasis on the admissibility and inadmissibility of persons entering Canada.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

BRAILLE LEVEL I (COMM-1107)

The course is intended to introduce the learner to Braille, to develop basic skills necessary to read and write alphabetic Braille, and to develop basic skills in the use of the Perkins Braille. Successful completion of this course should prepare the learner to continue with Braille Level 2. *Student must have access to a Perkins Braille.*

Fee: \$200.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

BROKERAGE & LOGISTICS I (LAWS-1034)

This course introduces the student to the Import and Export Business, concentrating on the Customs Brokerage Industry in Canada. Also, the course looks at the movement of goods, geographical problems that may occur in transportation, and a look at

general transportation systems.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BROKERAGE & LOGISTICS II (LAWS-3039)

This course furthers the student's knowledge in the Import and Export Business, concentrating on the Customs Brokerage and Transportation Industry in Canada. Also the course looks at the movement of goods, geographical problems that may occur in transportation and general transportation systems.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BUILDING & MAINTAINING CUSTOMER RELATIONSHIPS (MGMT-1194)

In this course, students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs, and fostering an environment that encourages customers to return. The course is of interest to anyone who works with customers, either internal or external, on a daily basis.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

BUSINESS COMMUNICATION II (COMM-3035)

Employers are looking for employees who possess strong analytical skills and good written and oral communication skills. The first step in applying these skills is in the job search process. Understanding how problems can be solved will be transferred to the job search, report writing and oral communication components of the course. Report-writing skills involving detailed problem solving will be applied in this course. Finally, the ability to speak confidently about a variety of topics to various group sizes is of crucial importance.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

BUSINESS LAW I (LAWS-1061)

This course prepares students for a business environment increasingly impacted by laws. It teaches students to have an appreciation for how laws must be understood and used by management in the conduct of business and provide them with an ability to analyze a business situation from a general legal perspective. Emphasis is placed on contracts, torts, employment law, business organizations, human rights, creditor's rights, and marketing law.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

BUSINESS MATH (MATH-1052)

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



course is to prepare students for later courses in Business, Finance and Accounting.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

BUSINESS MICROCOMPUTER APPLICATION (COMP-1090)

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

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) ■

41LC Oct17-Jan30 (OL) ■

BUSINESS REPORT WRITING (WRIT-1062)

The student learns how to structure written reports from memos to formal presentations in a way that is precise, clear and easy to read. This course is ideal for anyone who finds the report writing demands of the job outstrip their training. The student learns mastery of reports through a series of ten assignments ranging from simple memos to formal reports – all under the guidance of a professional writer. Demands on the student are high, but the results are worth it.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

BUSINESS WRITING STRATEGIES (WRIT-1059)

In this course, students develop practical writing skills using technology for successful communication in business. They learn how to compose business correspondence including e-mails, memoranda, letters, and reports with a focus on routine, persuasive, and negative messages. The course includes a review of grammar and mechanics.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

CALCULUS PREP MATHEMATICS I (MATH-1152)

This course provides students with the basic skills, terminology and understanding of the pre-requisite topics required for introductory mathematics at a university level. Advanced algebraic expressions, sets, functions and linear systems will be covered. If this course is to be used as preparatory credit for university courses it should be submitted to the University for approval prior to registration.

Fee: \$486.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CALCULUS PREP MATHEMATICS II (MATH-3042)

This course prepares students with the basic skills, terminology and the understanding of concepts required for first year introductory mathematics at a university level. Students will be introduced to functions, including graphing, algebra of functions and geometric functions to prepare for introductory calculus. If this course is to be used as preparatory credit for university courses it should be submitted to

the University for approval prior to registration.

Fee: \$486.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CANADIAN JUSTICE SYSTEM & LEGISLATION (CRIM-1027)

In this course, students acquire foundational knowledge and skills related to the development, structure and practical operation of the Canadian criminal justice system. The course is geared towards students who will become practitioners in the criminal justice field and will require knowledge of their role in relation to the justice process as a whole. Throughout the course, students will have an opportunity to critically analyze the various components of the justice system, as well as examine the overall effectiveness and efficiency of the system.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

CANADIAN LAW & PROVINCIAL LEGISLATION (LAWS-1060)

This course is designed to introduce the participants to the fundamental concepts of Canada's legal system. The students will learn how laws are defined, created, implemented and interpreted to provide solutions to problems. Various Acts impacting emergency communications will be examined and "on the job" implications explored.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

CANADIAN POLITICS (POLI-1007)

An overview of Canadian politics covering the structure of Canadian Government, the practice of politics and a background of major political issues.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CASE MANAGEMENT (BUSI-1074)

This course will identify the key administrative and record keeping functions involved in effective case management practices. Students will be introduced to the processes and procedures involved in effective case management including intake, the first interview, conducting social histories/assessment forms, developing service plans, monitoring, referring as well as developing goals and objectives for the client. Students will also be introduced to documenting and recording procedures as well as case consultation and case conferencing. Included with all the process listed above, students will also learn various communication skills including motivational interviewing, reflective listening, how to ask questions, dealing with difficult issues, addressing and disarming anger and more. The course will also introduce legal issues associated with case management, including confidentiality. Students will also engage in an in-depth look at screening and assessment practices and models including the Substance Abuse Screening Inventory

(SASSI), C.A.G.E. assessment, MAST and other assessment inventories as identified.

Fee: \$292.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

Fee: \$246.10 + TB

40LC Oct31-Dec19 (OL) ■

CHEMISTRY – COLLEGE PREP (CHEM-1017)

This course introduces students to the concepts that form the basis of modern chemistry. Students will study qualitative analysis, quantitative relationships in chemical reactions, organic chemistry and electrochemistry, and chemistry as it relates to the quality of the environment. Students will employ a variety of techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology. Emphasis will be placed on the role of chemistry in daily life and in the development of new technologies and products.

Fee: \$278.50 + TB

40LC Nov1-Dec20 (OTLN) ◆

CHILD DEVELOPMENT II (ECED-3034)

Child Development II continues the study of the principles of human development. Growth and development from preschool-age through adolescence will be examined. Part one introduces the student to the rapid expansion of abilities in all developmental domains during the years from 2-6. Part two examines the stage of "developmental integration", the middle years, age 7-11. Part three studies the complicated and challenging adolescent period of life, from age 12-20.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

CISCO CERT. NETWORK ASSOCIATE 1: INTRO TO NETWORKING (INFO-1134)

This is an introductory course designed to introduce networking terminology, models and technologies. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing, and network standards. An emphasis is placed on Ethernet, one of the most widely accepted and implemented networking standards.

Fee: \$503.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CISCO CERT. NETWORK ASSOCIATE 2: ROUTING (INFO-3088)

This course focuses on initial router configuration, IOS Software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage IOS software, configure routing protocols, and set access control lists to control data flow on a network.

Fee: \$503.50 + TB

50LC Sep9-Dec16 (OTLN) ◆



CISCO CERT. NETWORK ASSOCIATE 3: SWITCHING (INFO-5078)

This course focuses on Advanced IP address techniques, Variable Length Subnet Masking (VLSM), intermediate routing protocols (RIP v2, single area OSPF, EIGRP), command line interface configuration of switches, Ethernet switching, Virtual Local Area Network (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Students will learn how to design and configure networks using switches and VLANs. More advanced filtering skills will be taught to add to the student's ability to design secure networks using VLSM.

Fee: \$503.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CISCO CERT. NETWORK ASSOCIATE 4: WIDE AREA NETWORKS (INFO-3087)

This course focuses on advanced IP addressing techniques (Network Address Translation, Port Address Translation and DHCP), WAN technology and terminology such as PPP, ISDN, DDR, Frame Relay, Network Management and an introduction to optical networking. Network design and implementation will be discussed with an emphasis on network security and reliability. The theoretical concepts will be reinforced with extensive hand-on exercises.

Fee: \$503.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CLASSROOM SKILLS (EDUC-1052)

Classroom Skills is designed to familiarize the Educational Assistant with English, Mathematics and other subject areas of the Ontario Curriculum. Lessons focus upon the strategies and skills Ed. Assistants may use to assist students' development of curriculum expectations. Issues related to concrete materials and technology will also be addressed.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CLIENT SERVICE & COMMUNICATION (COMM-1090)

This course emphasizes strategies and methods of fostering customer loyalty and retention, handling difficult situations, creating consistency in services standards, and methods of obtaining valuable customer feedback and measures of satisfaction.

Fee: \$197.50 + TB

40LC Sep9-Oct14 (OL) ■

CO-DEPENDENCY AS AN ADDICTION (HLTH-3026)

This online course provides an overview of how individuals can become addicted to others and relationships. It will examine the personalities of abusers and those who are abused. How individuals with complimentary personality disorders unite and form bonds will be examined. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point of this course. Students will learn

how individuals with co-dependent personalities can become capable of breaking free from the cycle many get caught in.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATION & THE FOOD SERVICE WORKER (COMM-1078)

Focus on the communication skills required by the Food Service Worker in health care. General principles of human communication such as verbal communication and listening are explored. Students will learn effective communication skills with patients, residents, co-workers, and supervisors. Students will have the opportunity to develop writing skills and presentation skills.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATION TECHNIQUES (ECE) (COMM-1061)

This course will assist students in developing some of the communication skills necessary to succeed both in the post-secondary academic environment and in the professional world. The students will learn how to research a topic, document sources using the MLA method, organize and write a formal research paper.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATIONS & INVESTIGATIVE REPORT WRITING (WRIT-1060)

This course is designed to familiarize students with the foundational components of investigative report writing. More specifically, this course examines many procedures that are used during an investigation and the relevant importance of providing written investigative narratives. In addition, students will be introduced to advanced avenues of enquiry that are reliant on effective communications and investigative report writing.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATION & PROFESSIONAL PRACTICES (COMM-1093)

The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is imperative that the home inspector be able to communicate clearly and effectively to ensure understanding of an inspection, once conducted. Students in this subject develop their oral and written communication skills, and learn the reporting requirements and proper conduct required of a professional in this industry.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATIONS – COLLEGE PREP (COMM-1081)

This course incorporates literacy, critical thinking and communication skills. Students will study and

analyze informational texts and literary works from a variety of sources and cultures, identifying the purpose and meaning of the readings. Writing assignments will cover summaries, short essays and research reports. A media component will study the relationship among different media forms, audiences, and the media industry practices. Communication skills will focus on effective communication of meaning and engaging intended audience through the delivery of an oral presentation.

Fee: \$278.50 + TB

40LC Oct25-Dec13 (OL) ■

COMMUNICATIONS I (COMM-1053)

In this course, the student will develop and practice the fundamentals of Standard English including grammar, sentence structure, and the conventions of Standard English. The student will develop and apply paragraph and essay research; organization and planning skills; develop and enhance independent learning skills; and develop and enhance e-learning capabilities.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

COMMUNICATIONS II (CRIM-1013)

Police Foundations Communications II focuses on the enhancement of communication skills frequently used by police officers. In this advanced course, students write notebook entries and reports following guidelines used by police agencies. They will complete exercises that familiarize them with professional communication practices including business writing. The students will develop and enhance their reading and listening skills and acquire effective workshop presentation skills.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNITY & SOCIAL SERVICES (CRIM-1012)

This course will explore the structure and administration of community organizations and social services that operate within and adjacent to the criminal justice system. The course will further explore the issues, trends, and legislations that impact on Community Social Services. The student will be required to perform 40 hours of direct community study while applying knowledge obtained through the course modules.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMMUNITY POLICING I (CRIM-1020)

This course introduces students to theory and models of community policing and their applications. Problem-solving models and the role of alternative dispute resolution strategies will be examined. Community development and community involvement in dispute resolution, as well public relations and media relations, will be explored.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

**COMMUNITY POLICING II (CRIM-1026)**

This advanced course will allow students to apply and demonstrate crime prevention; problem oriented policing strategies and apply elements of volunteerism. Students will be required to assess a community problem and develop, implement and evaluate results to resolve a community problem. Students will also explore the relationship between community policing and police complaints.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMPENSATION MANAGEMENT (MGMT-1222)

This course provides the student with the foundation of the reward systems found in all organizations, whether profit or not-for-profit. The course examines both the theoretical and applied aspects of the compensation function, with special consideration of the major factors that influence the actual design of a compensation system.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMPUTER STUDIES FOR SPA MANAGERS (COMP-1395)

Students will learn to use an industry standard software program such as the Salon Account Management system (SAM) or Ikesoft and Excel to evaluate productivity, plan sales, report on and plan for profitability, track customers as well as promotional activity. *Software fee TBD, call for details.*

Fee: \$197.50 + TB

40LC Nov1-Dec6 (OL) ■

COMPUTERS I – INTRO (COMP-1016)

This course will familiarize students with both the hardware and software of their computer system. Graduates will be able to use the most common functions of the WINDOWS operating system including the WINDOWS Explorer program for file management and will be able to identify security risks and protect their computers from malware. Graduates will be able to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas using Microsoft Excel. *Microsoft Works is NOT acceptable for use on the course.*

Fee: \$346.50 + TB50LC Sep9-Dec16 (OTLN) ◆
51LC Oct3-Jan9 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆
53LC Dec1-Mar8 (OTLN) ◆**COMPUTERS II – INTRO (COMP-1443)**

This course introduces students to the next level of Excel where the student will solve problems and automate tasks encountered in the daily business environment. The student will be introduced to Microsoft PowerPoint and learn to create a basic presentation in a business environment. The last part of the course will introduce Microsoft Access where the student will learn to create, maintain and

publishing a database. Students completing this course will have a well-rounded knowledge of the Microsoft Office Suite.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COMPUTERS IN EDUCATION (COMP-1393)

This course will teach microcomputer skills for the EA candidate's own use and for the effective assistance of students with their own computer literacy and use of computers to access and learn other curriculum. *If you do not have adequate basic computer skills (word processing and internet searching), you must take an introductory computer course.*

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CONFLICT MANAGEMENT (CRIM-1022)

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. The conflict will be examined from its inception through police intervention. Problem solving and non-violent intervention techniques along with intervention strategies directed toward specific police related incidents will be addressed. Learn to recognize behaviour patterns that may lead to violent encounters and the appropriate legal responses in these encounters.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

CONTEMPORARY CANADIAN SOCIAL PROBLEMS (CRIM-1010)

In this course, current social science paradigms and theories will be used as a framework for analysis of contemporary social issues relevant to vocations in police services. Topics such as crime, violence, abuse, social stratification, ageism, and racism will be included. The course focus will be on how individual behaviours collectively create social issues.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

CORPORATE FINANCE (FINA-1044)

The maximization of shareholders' wealth is the main objective of profit seeking organizations. Utilizing this concept, students will examine basic concepts of financial management and the analytical tools which aid in financial decision making. This course explores the finance function of an operating business and examines the valuation of bonds and shares as well as capital budgeting decisions and risk assessment. Students will use financial models in a variety of situations and make informed decisions.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CORPORATE PRACTICE & PROCEDURE (LAWS-3049)

Corporate Law focuses on the preparation and filing of articles of incorporation, the organization of Ontario and Federal corporations, corporate changes,

steps involved in annual filings and updates as well as registering other forms of business organization.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

COUNSELLING ADULT LEARNERS (EDUC-1067)

This course focuses on the development of helping skills, which will lead to increase effectiveness as a facilitator/teacher trainer. The course is designed to examine both the theoretical and practical aspects of counselling adults. Carkhuff's Model of Helping will be examined and the seven basic helping skills will be reviewed and practiced. Students will be required to participate in a mandatory online counselling session.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CREATING WEB PAGES WITH HTML I (COMP-1140)

Students will learn some of the most important topics of HTML, from the basics of creating Web pages with graphics and links, using tables, and controlling page layout with frames, to more advanced topics including cascading style sheets, adding pre-written JavaScript to your HTML documents, creating a multimedia Web page, and creating a Web page with forms.

Fee: \$319.50 + TB50LC Sep9-Dec16 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆**CREATING WEB PAGES WITH HTML II (COMP-1053)**

Applying your knowledge of HTML and web page design this course covers Dynamic HTML. Topics covered include Cascading Style Sheets, controlling content dynamically, positioning with DHTML, implementing advanced DHTML features and structuring data with XML.

Fee: \$319.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CREATIVE WRITING – BEGINNERS (WRIT-1064)

Beginner writers and those with previous writing experience will hone their skills, benefit from a series of exercises and get involved in creative writing and critical reading. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CREATIVE WRITING – INTERMEDIATE (WRIT-3008)

This is a course for people who have finished Creative Writing – Beginners or for people who have some writing and critiquing experience of their own. Participants should have 2-3 story-length pieces (approx. 5-10 pages or slightly longer if novel segments) of their own writing to workshop over the term and will be required to read the same number of submissions by fellow participants. Students are will also be expected to provide critiques of each other's work that are more detailed than the ones



required in the "Beginners" course.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL & CIVIL LAW (CRIM-1015)

This course will enable the student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. It will also enable the student to analyze the rights and obligations of citizens involving areas of civil law. The student will recognize the responsibilities and limitations of citizens and police officers in light of the Charter of Rights and Freedoms. The student will develop legal research and analysis skills to locate, interpret and apply statute and case law.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

CRIMINAL CODE (CRIM-1016)

This course will introduce students to the most common Criminal Code offences. Offences against the person, property, weapons and public order offences will be examined. Students will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL CODE & CIVIL LAW (CRIM-1030)

This course will enable a student to analyze the elements of an offence, to classify offences and to identify possible defences in criminal cases. It will also enable a student to analyze the rights and obligations of citizens involving areas of civil law. Students will recognize the responsibilities and limitations of citizens, law enforcement officials and police officers in light of the Charter of Rights and Freedoms. Students will develop legal research and analysis skills to locate, interpret and apply statute and case law.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL CODE & FEDERAL STATUTES (CRIM-1021)

Students will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationship with the Criminal Code will also be examined.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL LAW – LEGAL ADMIN (LAWS-1058)

This course is designed to create a better understanding of the criminal justice system. Students will discuss the basic fundamentals of Criminal Law. It is intended as an introductory course on criminal law for those students with little or no background in the subject matter. The changing demands of modern society create the need to understand the criminal

process from the commission of a crime to the time punishment is imposed.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL PSYCHOLOGY – CRIMINAL MINDS (PSYC-3015)

This course further explores issues discussed in Criminal Psychology – Psychopathic Minds, and compares and explains psychological models as they relate to criminology.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINAL PSYCHOLOGY – PSYCHOPATHIC MINDS (PSYC-3014)

What makes a psychopath tick? Are they born that way, or are they products of society? Are serial killers really possessed with evil, or do they know exactly what they are doing? In this course, students will study how and why some individuals become criminals and why some actually become killers. You will study what is known about serial killers, stalkers, rapists and criminals. Also, the latest techniques used in criminal profiling and questioning will be examined.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRIMINOLOGY (CRIM-1006)

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

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

CRISIS 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 such contributors to the field as Stierlin, Salmon, Lindemann, Caplan, Schneidman and Farberow will be discussed. A number of crisis theories and models will be studied. Students will have an opportunity to examine ethical, legal, multicultural issues and, current trends.

Fee: \$197.50 + TB

40LC Sep9-Oct14 (OL) ■

CRITICAL & CREATIVE THINKING (MGMT-1103)

Critical thinking and creative thinking are skills that are valued in every company and organization. You will practice creative thinking techniques that

will help you learn to think creatively, and apply these skills to a work environment. Throughout this course, you will also have the opportunity to develop critical thinking and reasoning skills to help analyze and respond appropriately to a wide variety of personal and work situations. This course includes a combination of class and independent study hours. This course includes a combination of class and independent study hours.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CRITICAL THINKING (LIBS-1005)

This course gives you the opportunity to sharpen your critical thinking skills. It will help you to recognize how your own hidden assumptions, values, and biases affect your decision making. In this collaborative environment, you will analyze the manipulative techniques used by individuals, vested interest groups and the media. You learn how to identify false arguments and misleading arguments. In addition, you write argument papers in which you trace the history of a social/political issue in Canadian society, and present arguments, supported by research, that take a stand on the issue.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

CULTS & TERRORISM (SOCI-1041)

This course will focus on conformity issues surrounding religious fundamentalism, sects, cults and terrorist groups. The reasons why people join and why they may have a difficult time leaving will be examined. Society's contributions to supporting cultic groups will be explored. Strategies for protecting individuals and vulnerable populations from cultic and terrorist activity will be developed.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

CURRENT ISSUES IN ADULT EDUCATION (EDUC-1050)

The course addresses 4 or 5 contemporary educational issues reflecting current thinking and learner concerns. Each topic is explored and discussed by participants, and there is a final project. Participants have an opportunity to suggest some topic choices reflecting issues and trends of interest to them. There is no final examination and no text is required.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

CUSTOMS ADMINISTRATION I (LAWS-1035)

An Introductory course in the application of legislation and regulations governing Canada Boarder Services Agency and the Import/Export community utilize in the Importation and Exportation of goods.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

**CUSTOMS ADMINISTRATION II (LAWS-3040)**

A course that gives the student an in-depth look into the working and practice of Customs Administration. A working knowledge of Customs requirements in reference to Regulations and administration of the Importation and Exportation of goods is stressed.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

CYBERNATION: UNDERSTANDING TECHNOLOGY (SOCl-1058)

This course introduces students to developments in technology and to what motivates and drives these developments. It discusses how new technologies influence the way in which we work and live, and how we can understand and manage current technological change. In on-line discussions and through a research project students will debate and analyze the dangers and promises of new technological developments in communications, biomedical applications, environmental and genetic engineering. Cybernation is a Web-based course offered entirely on-line. All the materials needed for the course are available on the course pages and the WWW. To take this course, students will need a reliable access to the Internet and the willingness and self-discipline to work on-line.

Fee: \$330.30 + TB

50LC Sep9-Oct14 (OTLN) ◆

DATABASE DESIGN FOR INFORMATION WORKERS (INFO-1159)

Examine relational databases and their role in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. *MS Access 2007 required. Not open to students with MS Access User Level 1.*

Fee: \$216.90 + TB

50LC Sep9-Oct14 (OTLN) ◆

DEALING WITH DIFFICULT PEOPLE (BUSI-1061)

Understanding people and being able to work with them, no matter what type of people they are, is one of the major keys to management and life success. Through this course, you should be able to identify and cope with some of the most difficult behavior you will encounter. Other topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with anyone you choose.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

DEATH & DYING (BSCI-1030)

The work of the crisis interventionist frequently involves dealing with death and dying notifications. Students will study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to

facilitate mourning, pathological grief, risk factors and, multi-cultural issues.

Fee: \$197.50 + TB

40LC Nov1-Dec16 (OL) ■

DECONTAMINATION, PRINCIPLES, PROCEDURES & PRACTICES (HLTH-1105)

Introduces students to the principles of decontamination, including instrument/equipment disassembly, various methods of cleaning/disinfecting, use of decontamination equipment (automated), proper workflow, standard precautions and the safe handling of sharps and medical bio-hazardous waste materials.

Fee: \$292.10 + TB

50LC Sep9-Oct27 (OTLN) ◆

DENTAL TERMINOLOGY (DENT-1044)

Develop sound knowledge of dental terms, with an emphasis on anatomy, disease terms, and instrumentation. Terminology specific to infection control, pain management, tooth restorations, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion is included.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

DESCRIPTIVE & ACCESS CATALOGUING I (INFO-1161)

This online course introduces the library catalogue, provides instruction in using MARC coding for the cataloguing of the bibliographic record in an automated environment and describes the rules and principles for creating a descriptive record of an item as dictated by the current edition of the Anglo-American Cataloguing Rules.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

DESCRIPTIVE & ACCESS CATALOGUING II (INFO-3107)

This course continues the application of MARC coding and Anglo-American Cataloguing Rules to the creation of the descriptive portion of bibliographic and authority records. Students examine form and choice of entry, cataloguing applications of the World Wide Web, sources of cataloguing copy in an automated environment and critically appraise public access catalogues.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

DESIGN BASICS (COMP-1438)

Have you ever needed to design your own business card or a flyer for an event? If so, this is the course for you. Design Basics will give you the building blocks of design. You will learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DEVELOPING A GRAPHIC DESIGN PORTFOLIO (DESG-1068)

This course will focus on the research, compilation, design philosophy and publication of a Graphic Design Portfolio, in both print and electronic forms. Focus is placed on the creation and design of a student-specific industry portfolio, which can be used in conjunction with a Graphic Design accreditation for the purpose of finding employment and/or placements.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DEVELOPMENTAL PSYCHOLOGY (PSYC-1031)

This course offers the student a survey of developmental psychology, covering topics across the human lifespan, from infancy through to old age. Through readings and lecture material, students will examine theories of child development and the research that bears on these theories. Students will also examine development across the physical, social, emotional, and cognitive domains. Finally, students will address major themes in the study of developmental psychology, including: the nature-nurture issue; the effects of early experience; and continuity/discontinuity in developmental change.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DISINFECTION & STERILIZATION CONCEPTS & TECHNIQUES (HLTH-1110)

Introduces the key principles and factors affecting sterilization and monitoring sterilization cycles. Common types of sterilization processes will be explored.

Fee: \$324.50 + TB

50LC Sep1-Oct27 (OTLN) ◆

DISABILITY: THE LAW, COMMUNITY RESOURCES & FUNDING (BSCI-1066)

The Charter of Rights and Freedoms, the Ontario Act and local by-laws regarding disability issues will be reviewed, emphasis on equal access, researching current compliance, municipal and provincial policies. Issues surrounding assistive technology in the workplace, an overview of the Workplace Safety and Insurance Act and Occupational Health and Safety Act. Funding sources for the access technology will be researched. Charitable foundations and community agencies with special emphasis on local recourses.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) ■

DISPUTE RESOLUTION (SOSC-1005)

This course surveys the major methods currently in use by organizations for resolving disputes by situating alternative dispute resolution in its historical, social and legal context. Various ADR techniques will be examined and compared, and participants will be provided with an overview of ADR mechanisms, their advantages and disadvantages, and recognize the appropriate situations in which to apply them. Special emphasis



is placed on developing mediation skills. Critical issues such as getting parties to the table, ethical issues of the mediation process, power imbalances, the appropriateness of mediation and issues of culture, race and gender are addressed. Participants also examine a range of formal and informal dispute resolution models currently in use by organizations.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

DIVERSITY & FIRST NATIONS (SOCl-3015)

In this course students will critically identify and examine issues in diversity. Specifically, students will focus on topics pertaining to inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Incorporating social/legal explanations of diversity, students will develop a clear understanding of the impacted groups and possible strategies of community empowerment. This course will increase knowledge and awareness of important issues in the Aboriginal cultures of Canada. The legal status of Aboriginal people will be explored along with the Aboriginal rights and self-determination. Other critical issues relating to land claims, justice and social services will be studied.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

DOMESTIC & WORKPLACE VIOLENCE (SOCl-1044)

This course will examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abuse relationships, confrontation in the workplace and violence in the schools.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DREAMWEAVER – INTRO (COMP-1148)

This course will provide an introduction to Dreamweaver including: Understanding and customizing the DW working environment, creating sites and documents, linking and navigation, site management, typography, images, tables, using layers, using frames, creating forms. Advanced topics will include CSS (cascading style sheets), rollovers and behaviours. *Knowledge of HTML is recommended.*

Fee: \$287.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DREAMWEAVER – ADVANCED (COMP-5058)

A continuation from the introduction course, curriculum is designed for the serious or professional web page designer. Concepts explored include search engine placement; working with templates; JavaScript and behaviours; Custom Cascading Styles; three part rollovers; using library items; extending Dreamweaver and much more.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

DRUG KNOWLEDGE: ADDICTION & BEHAVIOUR CHANGE (BSCl-1098)

This course will introduce students to skills and techniques essential to helping clients change addiction related behaviours. This course will also assist students in guiding clients towards positive lifestyle changes. Based on the Transtheoretical Model of Change, this course will explore the stages of change and the factors and interventions that promote and prepare clients for change. This model is considered a key component in client treatment and counselling.

Fee: \$127.30 + TB

40LC Sep9-Sep30 (OL) ■

DRUG KNOWLEDGE: THE CONTINUUM OF CARE (BSCl-1097)

Students will be introduced to the key concepts involved in relapse prevention programming, support and wellness as part of the treatment continuum. Issues of relapse, the stages and indicators as well as factors of relapse will be examined. Students will gain an in-depth look at practical methods of working with clients to manage cravings and thoughts of using substances, emotions, how to refuse offers to use substances, dealing with family and interpersonal problems, building a recovery support system and more. Students will also be introduced to studies on relapse prevention for the specific types of substance including alcohol, stimulants, opioid, cannabis as well as club drugs and hallucinogens.

Fee: \$89.50 + TB

40LC Nov1-Nov29 (OL) ■

EDUCATIONAL & RECREATIONAL PROGRAMMING (RECN-1033)

This course focuses on the methodology of teaching and training techniques and program planning to the developmentally challenged population. Learn how to create a client educational profile, develop a training program, select appropriate recreational activities, and plan and implement recreational programs.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ELECTRICAL INSPECTION (CIVL-1047)

This subject prepares students to inspect the performance of the following components of electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices, and fixtures.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ELECTRONIC PUBLISHING & EMERGING LIBRARY TECHNOLOGIES (COMP-1441)

This online course introduces various forms of electronic publishing. You will explore both the use and creation process of basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

EMERGENCY MANAGEMENT (EMGT-5001)

You will develop an understanding of various emergency plans/procedures and your responsibility as identified in those plans. You will become aware of the resources available within the emergency response community. The information taught in this course is specific to the Emergency Response field. Students will learn unique information concerning response to emergency and how to manage them.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ENFORCEMENT PROCEDURES (SRTY-1007)

This course is designed to provide students with a good understanding of Canadian criminal law. It will examine pertinent sections of the Charter of Rights and Freedoms and the impact on Canadian criminal procedure. The student will learn the powers of arrest, search and seizure under Canadian law and will learn to work in a manner that is consistent with all relevant legislation.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ENSURING SUCCESSFUL PRINTING RESULTS (DESG-1067)

This course will focus on prepress issues, including font, trapping and colour management issues that can stand in the way of getting the results you need from the printing process. A basic overview of current printing methods and preflight technologies will also be included in the course.

Fee: \$243.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ENTREPRENEURSHIP (BUSI-1112)

This subject has been developed to introduce students to the disposition, concepts and skills necessary to express their entrepreneurial spirit in the form of a business. An examination of an entrepreneur and entrepreneurship will be supplemented by an examination of the expression of entrepreneurship in the business world. Contemporary expressions of entrepreneurship and entrepreneurship, their contribution to the economy, their role in the changing workplace, and their role in global business will also be explored. Students will complete an entrepreneurial business plan in stages throughout the course.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

ENVIRONMENT MANAGEMENT, AN INTRODUCTION (ENVR-1025)

This course facilitates the development of analytical and evaluation skills required in the management of environmental issues. Students gain a better understanding of the complexity of environmental policies, legislation procedures, and familiarity with the implications and effects of environmental management strategies. The application and development of site inspections and program



auditing are explored to assist in the recognition and analysis of potential environmental risks as they would apply in the development of an environmental management system.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ENVIRONMENTAL CITIZENSHIP (ENVR-1016)

Based on the general principles of national citizenship, environmental citizenship goes beyond national borders to emphasize global environmental rights and responsibilities – to focus on both conservation of and planned sustainable use of our planet's resources, as well as the recognition that environmental health is a prerequisite to human health. Environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action. This course is a journey into adopting attitudes and behaviours that foster global environmental responsibility.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ESSENTIALS IN HEALTH RECORDS MANAGEMENT (OFAD-1012)

Designed to study the record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, qualitative analysis, release of information, forms control and design, indexes and registers, reimbursements, regulatory and accrediting agencies, and alternate health care delivery systems.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

ESSENTIALS OF WRITING FICTION (WRIT-1057)

This course covers the core elements needed for creative writing. Students gain an understanding of the process of creative writing including theme, setting, plotting, characterization, and the use of dialogue, enabling them to successfully discover their writer's voice and build confidence in their writing abilities.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

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. Reports and presentations of various cases will be used to determine the students' grades.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

ETHICS & ACTIVE CITIZENSHIP (SOCI-1054)

The student will focus on three crucial areas of contemporary Canadian professional and social life: citizenship, employability and ethics. The student

will learn about their rights and responsibilities as members of your communities, in local, national and global contexts. This course will suggest a variety of ways in which you can become involved in those communities through community passport activities within the course.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

ETHICS & PROFESSIONALISM (HLTH-1167)

This course will introduce the foundations of ethical thinking and will review the different perspectives and rationale for ethical decision-making within a behavioral framework. Students will be introduced to professional codes of ethics that are essential for ethical practice. They will learn how to think critically and apply general ethical principles to particular situations through the use of case studies, practice vignettes, structured exercises and group discussions. This course will provide participant with the basis for developing ethical guidelines for practice, examining areas related to legislative acts, an overview of the BACB® guidelines of responsible conduct for a behaviour analyst and the ONTABA/ABA standards of practice.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

EVENT MANAGEMENT STRATEGIES (MGMT-3062)

This course enables students to gain understanding and skill in the processes involved in overall management of events. Critical path, goal development and program administration are explored. In addition, emphasis is placed on task diagnosis, time frames, analysis of work problems and alternative work designs for improving the organizational performance and effectiveness of events.

Fee: \$427.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

EXCEPTIONALITIES I (PSYC-1059)

"Introduction to Exceptionalities" will discuss the special education field factors affecting it and the rights and general approaches to students with exceptionalities, their parents, professionals & support staff. "Behavioural & Emotional Challenged" will deal with students with serious behavioural and/or emotional challenges & appropriate approaches (minor to major) to their education & behaviour management (e.g. crisis intervention).

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

EXCEPTIONALITIES II (PSYC-3013)

This course will detail the types of communications exceptionalities and implications of these for students with communications challenges in an educational setting, and cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

EXCEPTIONALITIES III (PSYC-5018)

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills and supports for individuals who are intellectually challenged. "Physically Challenged" will describe various types of physical challenges and how to effectively assist students with physical challenges. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for individuals with multiple challenges.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

EXTERIOR INSPECTION (CIVL-1052)

This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall coverings and inspect all aspects of the exterior named above.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FACILITATING AN ONLINE COURSE (DEVL-1030)

This course reviews the roles of an online facilitator, offers examples of current practice and preset guidelines and strategies for effective practice in online facilitating. Because the definition of the facilitator's roles and activities must be understood within a specific context, the focus is on online facilitating for the post-secondary adult learners. The specific features of Blackboard used for online facilitating will also be integrated.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

FAMILY COUNSELLING (BSCI-1094)

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

Fee: \$270.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

Fee: \$224.50 + TB

40LC Oct25-Dec6 (OL) ■

FINANCE & ACCOUNTING MATH (MATH-1087)

This course introduces the student to the concepts and procedures of the time value of money calculations used in Mathematics of Finance. It covers topics in simple interest, compound interest, simple and general annuities, bonds and cost-benefit analysis.

Fee: \$383.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

FINANCIAL PLANNING FUNDAMENTALS (FINA-1036)

The course introduces the fundamentals important to the discipline of financial planning. Students will acquire an understanding of the concepts and



applications associated with financial calculations and the analysis of financial statements. The basic concepts of contracting and family law are covered followed by an analysis of government-sponsored benefit programs.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

FIRST NATIONS PEOPLE (CRIM-2002)

This course will increase knowledge and awareness of important issues in the Aboriginal cultures of Canada. The legal status of Aboriginal People will be explored along with Aboriginal rights and self-determination. Other critical issues relating to land claims, justice and social services will be studied.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

FLASH – INTRO (COMP-1147)

This introductory course will cover the following objectives: Flash vs. Shockwave, interface basics, drawing and painting, working with objects, using type, importing artwork, working with layers, working with symbols and instances, creating animation, adding interactivity, working with sound, publishing and exporting to HTML and self-contained movies.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

FLASH – INTERMEDIATE (COMP-3061)

As a continuation of the introductory course, the advanced progress bar load loop is presented along with best practices for graphic import to maintain small output size. Advanced action scripting and the debugging window will be explored, XML data will be utilized in the presentation of a scrolling data feed window.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

FORENSIC PSYCHOLOGY (CRIM-2001)

This course is designed for those interested in understanding or pursuing a career in forensic/correctional psychology. It covers areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

FOUNDATIONS IN ADDICTIONS: SIGNS & SYMPTOMS (BSCI-1091)

Students will examine models and elements of addiction including the addiction spiral, terminology and theoretical approaches to explaining and understanding addiction. Age, gender, ethnicity, culture, and geography will be examined in relation to cycles and forms of addiction. The course will provide students with an introduction to the use of assessment tools, client communication, interviewing and treatment planning. The intent of

this course is to provide students with introductory knowledge on the signs and symptoms of addiction, including the physical and psychological components as examined through the lens of various screening and assessment inventories.

Fee: \$224.50 + TB

40LC Sep9-Dec12 (OL) ■

FOUNDATIONS OF EDUCATION (EDUC-1051)

In this 42 hour course the student will learn to describe in general: learning techniques and training standards for Para-educators, ethical practices, the historical development of education, including special education, current educational legislation, structures and processes, related legislation (child protection and Freedom of Information and Protection of Privacy) and the implications (e.g. confidentiality) for EA training and work in Ontario.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FRAUD INVESTIGATION (PFLP-5001)

It is recommended that students have knowledge of Criminal and Civil Law and Criminal Code. In this course students will confirm past instruction and will be provided new, more in depth, instruction in the area of fraud and fraud related offences. At the end of the course each student will be able to describe and understand how to investigate fraud related offences including the offence of Fraud, False Pretenses, Personation, Theft, Possession of Property Obtained by Crime, Credit card fraud, Forgery and Uttering a Forged Document.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FRENCH 1 (FREN-1004)

The objective of this course is to enable the student to gain confidence in the knowledge and application of the French language by using simple structures and vocabulary. In this introductory level the student will learn to express physical, emotional and personality attributes as well as "how" to formulate basic questions to obtain this information. At the end of this course the student will have some knowledge of present verb tenses. The reading of short articles brings to light family life in a French culture, the customs and activities related to family celebrations in Canada and around the world.

Fee: \$350.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

FRENCH 2 (FREN-3004)

The student will sustain development of language skills by extending vocabulary with regard to all activities after work such as weekend chores, leisure, sports including holidaying abroad. The grammatical structures at this level continue to be simple. Through systematic exercises the student becomes

more confident and moves on from level 1 present tense and near future to the past tense. The student at the end of this level will be able to share more extensively life at home as well as describe a real or imagined past holiday in a French speaking country.

Fee: \$350.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

FRENCH 3 (FREN-5002)

The progressive acquisition, reinforcement, and creative use of language structures will give the student confidence to self-expression. By analyzing, comparing and applying the French past tenses, the student will have the basic tools to storytelling. At this level, the student will be encouraged to express simple and complex sentence structures. Anecdotes by authors from French speaking Canada will serve as models for the final task.

Fee: \$350.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FRENCH 4 (FREN-5003)

In addition to a more rigorous approach to vocabulary and grammatical structures with every class the student will continue to develop everyday situations practiced at earlier levels. Grammatical sentence structures are more complex at this level with the expansion of the past, present, future and conditional verb tenses. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Towards the end of the course language skills include the ability to convey necessity, obligation, probability, and or expectation with regards to past experiences, work and education and the future.

Fee: \$350.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FRENCH 5 (FREN-5004)

The objective of this course is to expand vocabulary skills through exposure of the diversity of the French language. This is done with the support of literary, political, social and cultural articles from the French speaking world. At this level grammatical and sentence structures are interesting and complex. At the end of this course the student will have discussed and researched current affairs of French speaking Canada, given an opinion, given advice; expressed regret to hypothetical actions in the past, as well as applied verb tenses that establish sequential order to past actions.

Fee: \$350.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

FUNDAMENTAL MATHEMATICS (MATH-1147)

This course is designed to provide students with the skills, terminology and the understanding of concepts in basic arithmetic and the metric system and to encourage good study habits and the ability to work independently. The main topics covered



are – operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

GENRE FICTION & READERS' ADVISORY SERVICE (COMM-1109)

Explore readers' advisory service and the components of readers' advisory work from patron interview to service promotion. You will explore the principle genres of fiction and determine the characteristics of each genre and its appeal to readers.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

GIS SOFTWARE – ARCVIEW (INFO-1158)

At the end of this course, the student should be able to create data in ArcView, to query and manipulate data; geocode addresses perform spatial analyses, produce map outputs and charts. Included with the book is a fully functioning 180-day trial version of ArcView 9.x software on DVD with a CD of data for the book's exercises. *Students will require Windows 2000 or Windows XP (Vista is supported) to install the ArcView 9.x program.*

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

GLOBAL WARMING CONCEPTS (SOSC-1011)

This interactive course encourages students to debate issues related to global warming and to develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Students will develop an awareness of the current scientific certainties in global warming versus what is not certain. They will study historical and current political issues related to global awareness, including topics such as the Kyoto agreement, ethical responsibilities of individuals, corporations, and governments, and the confusions between economic development and the environment.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

GROUP COUNSELLING (BSCI-1095)

The course will explore the dynamics of group counselling within the addictions setting, including an understanding of the various types and functions of a group counselling format. Monitoring, membership, role of the counselor, culture, gender and population are considerations that will be examined within the context of a group counselling setting. Skill practice and demonstration will be included in the course content.

Fee: \$270.50 + TB

50LC Sep9-Dec2 (OTLN) ◆

Fee: \$224.50 + TB

40LC Nov2-Dec6 (OL) ■

GROUP LEARNING & TEAM DEVELOPMENT (EDUC-1066)

This course offers participants the opportunity to learn and experience through several interactive processes the various elements of group dynamics and team development. A variety of practical experiences and writing exercises contained in the course will allow learners to building skills as facilitators of the teaching-learning process. It is a learning experience that allows individuals to better appreciate the dynamics of groups in a learning environment.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

GROWING UP DIGITAL – LIVING & WORKING IN CANADA (DIGL-1023)

Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

HEATING INSPECTION I (CIVL-1048)

This subject covers installed heating systems (gas and oil furnaces and hot water boilers). Emphasis is on the inspector's ability to identify the energy source, type, material, condition, and safety concerns, as well as inspecting the heating equipment.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

HOCKEY HALL OF FAME PRESENTS (RECN-1034)

This subject details the incredible growth of Canada's national pastime, including the NHL's formation, the "original six" and national/international expansion.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

HEATING INSPECTION II (CIVL-1049)

This subject covers vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Students apply knowledge of these systems to the role of home inspector.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

HOSPITALITY FACILITY MANAGEMENT (HOSP-1015)

This course will introduce students to the key components involved in the design and management of hospitality facilities. The student will acquire knowledge of the following: the nature of hospitality facilities, maintenance needs, the primary facility systems, lodging and food service design and

renovation. Today's growing hospitality industry requires managers who understand the basic elements of facility design and renovation. This course provides students the required knowledge to become successful managers in the field of hospitality.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

HOSPITALITY MARKETING I (MKTG-3034)

The importance of contemporary marketing skills in today's increasingly competitive and complex marketplace is underlined in this course. Students learn to translate ever-changing guest needs into market opportunities by planning, analyzing, researching, setting objectives and using a variety of interrelated marketing strategies.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

HOW TO START A SMALL BUSINESS (MGMT-1049)

This course will guide the businessperson through the process of setting up a business. Content areas include feasibility study, forms of ownership, financing, operations, marketing plans and personal skills. In short, this course will help transform your business idea into a functional business.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

HUMAN DEVELOPMENT (BSCI-1092)

The focus of this course is to provide students with a theoretical foundation in human development, including cognitive, behavioural, self-actualization and other theoretic models. Students will examine the developmental stages of body, emotion, mind, values, motivations, and relationships through a range of theoretical perspectives including, Piaget, Maslow, Keene, Erickson and Kohlberg. Attention will also be given to recent research that includes a neuroscience perspective of brain development, as it releases to growth and human development. This course will also introduce those developmental factors associated with specific issues such as age or gender.

Fee: \$270.50 + TB

50LC Sep9-Dec2 (OTLN) ◆

Fee: \$224.50 + TB

40LC Sep14-Oct26 (OL) ■

HUMAN GROWTH & DEVELOPMENT (SOCI-1060)

This course is designed to give the student a basic understanding of the normal patterns of growth and development at various stages within the life cycle from infancy through to old age. The major theories of development will be examined to enhance understanding of this field of study.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

HUMAN RELATIONS (MGMT-1107)

What makes people tick . . . and how to keep them going! Human Relations will improve your



understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.

Fee: \$197.50 + TB

40LC Sep19-Nov21 (OL) ■

HUMAN SEXUALITY (SOSC-1010)

This analysis of human sexuality draws on historical, theoretical, cross cultural, and life cycle perspectives of sexual attitudes, behaviours, development, and experiences. Selected topics may include: gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

HUMANITIES (HUMA-1020)

This course focuses on some of the fundamental questions individuals ask of themselves as they proceed through life. Why are we the way we are? Do we have free will or are we prisoners of our past experiences or of our biology? Why do social changes often divide people into opposing camps? Why does work merely "kill time" for so many people? These questions are organized into units that begin with issues concerning the nature of the individual and then extend outward to various social, cultural, and physical contexts.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

IDENTIFICATION, CARE & HANDLING OF INSTRUMENTATION (HLTH-1119)

This course introduces the student to instrument classification, specifics of proper handling techniques and recognition of common problems related to instrument usage.

Fee: \$340.70 + TB

52LC Nov1-Jan10 (OTLN) ◆

INCLUSIVE LEARNING ENVIRONMENT (ECED-1068)

This subject introduces the student to the elements of the inclusive learning environment in terms of people, space, materials, and time. Adaptive programming for children with specific exceptionalities will be the focus of this course. Strategies that enable students to guide the learning of children who require additional support will be examined.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

INDUSTRIAL HYGIENE (STFY-3009)

This course studies the anticipation, recognition, evaluation and control of chemical, physical and biological hazards arising in or from the workplace.

WHMIS and other relevant legislation will also be covered.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

INSTITUTIONAL FOOD SERVICE (FDMG-1056)

This course focuses on the food service worker's role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

INSTRUCTIONAL TECHNIQUES (EDUC-1062)

Through lectures, discussion (synchronous and asynchronous) and various assignments, participants will explore a wide variety of instructional techniques including: lecture, group discussion, demonstration, icebreakers, case study, brainstorming, debate, fishbowl, collage, role-play, panel discussions and skits. Participants will demonstrate their mastery of instructional techniques through the design and on-line delivery of a lesson. In addition to instructional techniques and strategies, classroom management issues and the use of media and resources will also be covered.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

INSTRUCTIONAL TECHNOLOGY IN ADULT EDUCATION (EDUC-1048)

This course is intended to equip teachers of adults with strategies for successful use of technology in the in-class and virtual classroom. The course will examine curriculum design, teaching techniques, and assessment when instructional technology is employed. All supporting materials will be accessed through the Internet.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTERIOR/INSULATION INSPECTION (CIVL-1053)

Focus is on the inspection of thermal insulation, vapor retarders and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed countertops and cabinets, and garage doors/door operators.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTERNET ESSENTIALS (COMP-1008)

Master basic Internet skills. Learn how to use the Internet, e-mail with Netscape Messenger and Outlook Express. Learn how to find specific information on the Web and how to browse the Web using both Internet Explorer and Netscape Navigator.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTERPERSONAL & GROUP DYNAMICS (SOCI-1022)

In this introductory level course designed for Police Foundations, students learn to apply knowledge from interpersonal relations and group dynamics to working in a team. Emphasis will be placed on utilizing effective communication skills with individuals and groups. Group cohesiveness and effective group decision making will be discussed.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTERPERSONAL COMMUNICATIONS – ECE (COMM-1106)

Interpersonal communication might be thought of as the primary building block for other communication contexts. It begins where all human, social phenomena begin, with the self. It continues as an ongoing process of sharing meanings with others. It is important for group communication and organizational communication. Interpersonal communication is an immediately useful course because it is a process in which we constantly participate.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTERVIEWING & INVESTIGATION (CRIM-1017)

This course focuses on interviewing and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note taking and observation skills.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTRO TO APPLIED BEHAVIOUR ANALYSIS (HLTH-1121)

This course introduces the student to the principles of applied behaviour analysis (ABA), which is the basis for Intensive Behavioural Interventions (IBI). In addition to basic terminology, students will learn when and how to use these techniques appropriately. Students will also learn how to access and interpret journal publications in the field of autism and applied behaviour analysis.

Fee: \$427.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

INTRO TO AUTISM SPECTRUM DISORDER (HLTH-1122)

This course examines the five major syndromes of the Autism Spectrum Disorders (ASD) including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS according to their core features and their diagnostic criteria. This course provides an introduction to a neurodevelopmental and behavioural understanding of children with ASD.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆



INTRO TO BUSINESS MANAGEMENT & ORGANIZATIONAL BEHAVIOUR (MGMT-1226)

This course is an examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
54LC	Sep9-Oct28	(OTLN)	◆

INTRO TO C# PROGRAMMING (COMP-1344)

This course introduces fundamentals of C# programming language. Students will explore object-oriented programming (OOP) concepts including data abstraction, inheritance and polymorphism. Using .NET and C#, students will learn to design code and document business-oriented programs.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO CHILDREN'S LITERATURE (LIBS-1004)

If something is important for children, it is important for adults. This subject introduces students to children's literature, its history and development, and its rich variety of forms and techniques. It focuses on major authors in children's literature and on the important issues presented in those works that have captivated children and adult readers over time. *(This subject may contain material that is explicit and/or offensive.)*

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

INTRO TO COMPUTERS (COMP-1016)

This course will familiarize students with both the hardware and software of their computer system. Graduates will be able to use the most common functions of the WINDOWS operating system including the WINDOWS Explorer program for file management and will be able to identify security risks and protect their computers from malware. Graduates will be able to build properly formatted documents using Microsoft Word and spreadsheets including correctly functioning formulas using Microsoft Excel. *Microsoft Works is NOT acceptable for use on the course.*

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO E-BUSINESS (BUSI-1111)

This course provides tools, skills, and an understanding of technology, business concepts and issues that surround the emergence of electronic business. The emphasis of the course is on that part of the Internet known as the World Wide Web (WWW) where such tools as browsers are used. In addition to acquiring basic skills for navigating the Internet, the student develops an understanding of the current practices and opportunities in electronic publishing, electronic shopping, electronic distribution, and

electronic collaboration. Students also explore several of the problems surrounding electronic business and commerce such as security, authentication, privacy, encryption, safeguarding of intellectual property rights, acceptable use policies, and legal liabilities.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO GEOGRAPHIC INFORMATION SYSTEM (INFO-1157)

An overview of the fundamental concepts and terminology and the role of GIS in business, government, surveying and natural resources. The course will cover the collection, management, analysis and presentation of spatial data. Additional topics will include concepts of database systems, data modeling and digital mapping.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO INTERCULTURAL COMMUNICATION (COMM-1098)

Students taking this course will learn the definition of culture and will be introduced to inter-cultural communication theories such as differences in gestures, personal spaces, and customs. The main objective of this course is to create an environment in which students will feel comfortable communicating with people from different cultures and backgrounds. As part of the course, students will communicate with people from other cultures electronically and in person. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills particularly as they apply to communicating with people from other cultures, theories to their daily lives and how they can respect and understand persons from other cultures.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO LIBRARIES & THE INFORMATION INDUSTRY (INFO-1160)

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles and functions of participants in the information industry.

Fee: \$314.10 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO MS OUTLOOK (COMP-1145)

Students will learn how to communicate with others, manage their time, and work more efficiently using Microsoft Outlook. They will learn the proper email etiquette for sending and receiving electronic mail and how to organize and manage mailboxes, address books, contact lists, tasks and journals.

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO NUTRITION (NUTR-1009)

This course introduces students to the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins and minerals, and weight control will be discussed. Special considerations for nutrition throughout the lifecycle will also be explored. *This course is a pre-requisite for Nutrition in Health Care (NUTR-1010).*

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO PHILANTHROPY (FNDR-6005)

You will develop an understanding of the meaning of philanthropy, its importance to Canadian society and its integral relationship to the fund development process. Students will examine the motivations behind altruistic behaviour, the elements of stewardship which promote philanthropy and how understanding giving is vital to building relationships with donors. The application of ethics in donor interactions will be examined. *This course is essential to providing a context for further study in the program.*

Fee: \$324.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO PSYCHOLOGY (CRIM-1002)

In order to understand ourselves and interact appropriately with others, we must first understand the basis for behaviour. The study of psychology provides you with an understanding of why people think and act as they do. It examines the scientific process of research, the human brain and the nervous system, sensation and perception, learning, memory and personality.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

INTRO TO RESEARCH & ASSESSMENT (ECED-1067)

This subject examines research methodologies and introduces the student to various screening tools and the assessment process. Students have opportunities to interpret research findings and utilize this information in their role as a Resource Teacher Interventionist.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO SMALL BUSINESS & ENTREPRENEURSHIP (BUSI-1100)

This course is designed to provide the student with an introduction to small business and entrepreneurship and to help develop certain entrepreneurial success skills which are important for small business ownership. The students will develop a general knowledge of the historical and political context of small business in Canada and of the major functional areas of business management.

Fee: \$481.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO PSYCHOLOGY (CRIM-1002)

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Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

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Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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Fee: \$481.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INTRO TO SOCIOLOGY (SOC1-1030)

Sociology is the study of people and how they interact with each other and various social groups. This course deals with the study of people's lives, their relationship to society as a whole, and how people are affected by the society in which they live. The concepts, theories and methods of the discipline will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆

INTRO TO THE FIELD OF EARLY INTERVENTION (SOC1-1056)

This subject provides the student with a historical overview of the field of early intervention, including models of service delivery, levels of prevention, current issues, and trends. Key terms and concepts and the roles and responsibilities of the early intervention team will be explored.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INVESTIGATION & EVIDENCE (PFLP-1016)

In this course students will examine the requirements of the investigation beyond the interview. They will learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized.

Fee: \$362.70 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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INVESTIGATION & SURVEILLANCE (CRIM-1029)

This course focuses on surveillance and investigation skills. Students develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. They also learn the basic steps of investigation including the practical development of note-taking and observation skills.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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JAVA INTRO (COMP-1152)

This course provides the beginning programmer with a guide to developing applications and applets using the Java programming language. This course covers object-oriented programming concepts including: creating and using classes and methods, loop structures, string method, JOptionPane Class, arrays, creating basic Java Applets.

Fee: \$319.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

JAVA INTERMEDIATE (COMP-1199)

This course expands upon the basic skills you have in developing Java applications to developing Java applets and more robust Java applications. You will learn some of the more advanced Java topics such as utilizing inheritance, the swing toolkit, layout managers, the event model, exceptions and file input/output.

Software: JAVA SDK, JAVA IDE (both free downloads).

Fee: \$319.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

JAVA ADVANCED (COMP-5038)

This course deals with advanced programming concepts using Java. We will learn how to build Java programs that can access and manipulate data from database tables. We will further look as how to access database via Java servlets on the Internet. With the popularity of object-oriented programming and database systems growing, and increasing demand for e-commerce applications these are important and relevant skills to learn.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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JAVASCRIPT (COMP-1190)

This course introduces the student to the basics of JavaScript, one of the most popularly used scripting languages. It is an 'interpreted' programming which uses some of the ideas found in the compiled object-oriented programming language, Java. The course also covers the programming constructs including sequence, selection, repetition, variables, arrays, objects and cookies. It allows the programmers / web developers to write functions using objects, the properties (data) and methods (programs) needed for web development. At the end of the course, you will be able to apply fundamental JavaScript to deliver dynamic content to WEB based programs. As a programmer you will be able to demonstrate good programming skills to deliver superior JavaScript.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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KEYBOARDING FOR COMPUTERS (OFAD-1008)

This is a 'learn to type' course. In this course students will learn keyboarding techniques using various methods. Keyboarding speed and accuracy will be emphasized. Proofreading and editing documents is covered. Research about repetitive stress injury and proper ergonomics will be included. The student should be able to achieve a speed of 25 to 30 net words per minute. *Note: It is to the student's advantage to aim higher than the minimum of 25 nwpm. Most employers require a greater speed. Course software requires Windows Operating System to be installed.*

Fee: \$352.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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LANDLORD & TENANT LAW (LAWS-1046)

This course examines the legal relationship between landlords and tenants, the legislation that governs rental housing and the rights, procedures, documents and remedies of the parties involved in a tribunal application proceeding under the Residential Tenancies Act. Students enrolled in this course will study the rules and procedures governing the Landlord and Tenant Board. The course will prepare students for careers as agents representing landlords or tenants in the rental housing field, related careers in support roles within the Board, as well as professionals in the property management business.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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DO YOU WANT TO TAKE AN ONLINE COURSE BUT ARE AFRAID TO DO SO?

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**LAW & THE HOMEOWNER (LAWS-1059)**

This course is designed to provide potential and current homeowners with practical knowledge of the legal issues and implications surrounding home ownership. The first half course will introduce participants to the fundamental concepts of Canada's legal system. The second half of the course will examine specific issues including types of home ownership, occupiers' liability, purchasing and selling a home, nuisance, trespass and various other rights and responsibilities of the homeowner.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

LEADERSHIP IN A TEAM ENVIRONMENT (COMM-1087)

Teams have become the fundamental building blocks of organizational structure. This course will examine the skills and abilities needed to lead a team-based organization. Leading in a team environment requires competencies, tool and techniques that focus on group dynamics rather than solely on individual performance. Learn how to mobilize participation, build consensus, and enable individuals to maximize their team's ability to achieve results.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

LEARNING DISABILITIES & ADULT LITERACY (EDUC-3007)

You will learn to identify characteristics of adults with learning disabilities, including learning strengths and challenges. Students will learn to observe and recognize possible learning disabilities during the assessment process to plan effective instructional strategies. You will also learn strategies to support the development of self-direction skills and independence in the adult literacy learner.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

LEARNING, THINKING & PROBLEM SOLVING (COMM-1088)

This course takes an historical approach to the development of our discipline and, in addition, examines selected theories and methods of research, research findings and applied forms of psychology. It is designed for students in the General Arts and Science Program. Through class assignments and discussions, students in this course have an opportunity to apply knowledge from psychological theories and research to their own lives and growing understanding of their world. Students will also gain an introductory understanding of psychological diversity, the history and nature of the discipline and its relevance to some of the more interesting contemporary issues in the broad areas of learning, thinking and relating.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

LEGAL TERMINOLOGY (LAWS-1057)

Students will build a vocabulary of common legal terminology used within a law office, government agency, court systems, social services and current affairs through practice, study guide and quizzes.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MANAGEMENT OF DRUG DISTRIBUTION – PHARMACY TECHNICIAN BRIDGING (PHRM-3024)

Examine various drug distribution systems, perform accurate product release, and manage operations in a pharmacy practice setting. Explore distributive functions in institutional settings ensuring accuracy, integrity, and medical safety. Develop safe product release practices within the parameters of the pharmacy technician role. Identify common drug plans and their formularies, and investigate daily challenges in the adjudication process. Inventory management elements will be detailed including common business practices. Lecture and lab portions are included in the curriculum with focus on the expanded role of the Regulated Pharmacy Technician.

Fee: \$314.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

MANAGEMENT OF ORGANIZATIONAL, STRATEGIC & MARKETING PLANS (MKTG-5005)

This course provides senior students with the opportunity to integrate and apply their marketing and other business knowledge and skills assimilated during their programs. To this end, students working in teams analyze and evaluate an existing organizational situation. The students recommend and justify a strategic direction for the organization, then develop a detailed marketing plan to support the direction chosen. Students write reports and prepare group presentations to faculty and industry experts (where possible).

Fee: \$427.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MANAGEMENT/LEADERSHIP SKILLS (MGMT-1223)

This course is designed to provide participants with an understanding of management and leadership styles and an opportunity to develop a personal leadership style. In today's changing economic and political climate, the role of a manager/supervisor is extremely demanding and complex. In addition to managing the many practical aspects of a business operation, he/she must provide leadership by motivating, empowering, and supporting staff. Problem solving and team building skills are essential.

Fee: \$319.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MATHEMATICS FUNDAMENTALS (MATH-1165)

This course provides for an academic upgrading in fundamental mathematics. It is designed for students to enter college programs which grade 12 mathematics is required. Students will learn basic

algebra, functions, quadratic equations, graphing and systems of linear equations, geometry and trigonometry and personal finance.

Fee: \$278.50 + TB

40LC Nov1-Dec20 (OL) ■

MARKETING ON THE WORLD WIDE WEB (MKTG-1066)

Explore marketing principles in the context of the Web, including how segmentation, target marketing and positioning are executed. Explore the unique dimensions of product, pricing, place and promotion on the Web. Develop a Web marketing plan and learn how to direct the development of a business website. This course relies heavily on student collaboration, research and participation in presentations and discussions of current Web practice. *Students should have taken introductory marketing, computer and communications courses prior to registering for this course.*

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

MATERIAL & OPERATIONS MANAGEMENT (MGMT-3063)

The course examines topics in one of the three business core subject areas, mainly operations (the two others being finance and marketing). Students completing this course will have an in-depth knowledge of the responsibilities and current tools of operations managers in manufacturing and non-manufacturing organizations. Coverage includes inventory management, JIT, MRP, ERP, Intro to SAP, Quality Management, Process Improvement and Project Management.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL CONDITIONS FOR MEDICAL OFFICE PROFESSIONALS (HLTH-1163)

This 36 hour course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented. This course is open to people currently employed in health related areas or to those who hope to do so in the future.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL KEYBOARDING (OFAD-1010)

This is NOT a learn to type course. This course is designed to familiarize the user with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase their knowledge of terms they will encounter on-the-job, and will improve their keyboarding speed and accuracy. A very brief



introduction to Medical Transcription is included. This course is a pre-requisite for the Beginning Medical Transcription course.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL OFFICE PROCEDURES (OFAD-1011)

Medical office procedures will cover administrative and clerical functions including patient reception, scheduling appointments appropriate to patient needs, telephone procedures, medical records management and charting of progress notes, verbal and nonverbal communications with patients, computerization and the medical office, financial records, personal conduct, medical ethics and law. The Canada Health Act will be introduced as well as OHIP and the principles of OHIP medical billing.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL OHIP BILLING (OFAD-1013)

This course is designed to provide the student with the basic principles of efficient Health Claim Billing in Ontario. The student will learn how to use the Schedule of Benefits and Preambles of the Ministry of Health, as well as be introduced to computerized billing.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL TRANSCRIPTION INTERMEDIATE (OFAD-3002)

This course will enhance the learning achieved in previous and prerequisite courses for medical transcription that students need to enter the field with confidence. Students will experience a practical and effective approach, with follow-up questions in each chapter to promote class discussion and exercises designed to reinforce concepts and procedures. Students will have a conceptual and practical understanding of general medical terms and various medical specialties in a way that is easy to remember. Detailed transcription tips throughout the course will offer useful information and hints, and there is a CD-ROM that includes 10 hours of actual dictation, sample reports, and other data needed to prepare the documents discussed in the text.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MEDICAL TRANSCRIPTION STYLES & PRACTICES (OFAD-1015)

Learn concepts and standards of style and format of medical reports and basic grammar rules in medical documentation. Prepare for medical transcription by applying industry standards, as set by the American Association for Medical Transcription and presented in the AAMT Book of Style. The course introduces information not encountered outside of healthcare documentation. The CD ROM that accompanies the workbook includes “clips” of dictation that briefly introduce the student to dictation, and allow for

practice in applying the standards.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MICROBIOLOGY & INFECTION CONTROL (HLTH-1118)

This course introduces the SPT to the sterile processing role and environment, microbiology, infection control, aseptic technique and workplace environmental hazards.

Fee: \$275.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

MORTGAGE BROKER PROGRAM PART I (BUSI-1116)

This online course is based on the Mortgage Broker Qualifying Standards (MBQS) identified by the regulator, the Financial Services Commission of Ontario, and meets Part I of two parts of their educational requirements for licensing as a Mortgage Broker in Ontario. As mandated by the regulator, Part I is ONLY available online and Part II is ONLY available at Seneca College in class. The Mortgage Broker program, Parts I and II, provides those wishing to become licensed Mortgage Brokers the skills to supervise Mortgage Agents and to carry out the responsibilities of Principal Broker. Delivery methods include discussions, presentations using narrated PowerPoint, instructor-led discussions, student chats, readings and assignments.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

MS ACCESS (COMP-1022)

Learn to use MS Access for Windows. Through your Internet connection, you will learn to use Microsoft Access, 2003, 2007 or 2010 using its pull-down menus, toolbars and dialog boxes. Access is a computerized database that allows you to manipulate, link, chart, query and report your data to customize the information you need. Access creates a system of relational database management in a user-friendly environment.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

MS ACCESS – ADVANCED (COMP-1050)

Learn to use the advanced features of MS Access for Windows. Upon completion, you will: enhance tables by creating lookups, create various types of advanced queries, create advanced forms, create relationships between tables to ensure data accuracy, work with form controls, understand macro concepts, create, run, & test Access macros, create & use switchboard forms, set Access defaults and apply Startup options.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

MS EXCEL (COMP-1023)

Learn to use MS Excel for Windows, a terrific Spreadsheet package that has the convenience of pull-down menus. Learn to create, edit, format and print workbooks. Use mathematical formulas and functions. Create and format Charts. Learn how to create shapes and insert images. Cut, copy and paste data within worksheets and workbooks.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

MS EXCEL – ADVANCED (COMP-1051)

This course is designed to teach advanced topics on Microsoft Excel. Students will learn how to create advanced spreadsheets and be able to manipulate data. Excel is a powerful tool for creating complex electronic workbooks and charts used by an increasing number of industries competing in today's global marketplace.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

MS EXCEL FORMULAS (COMP-5059)

This course takes the advanced Excel user to specialized capabilities when developing formulas.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MS OFFICE – 2007/2010 (COMP-1442)

This course will familiarize students with the applications contained in the Microsoft Office Pro Edition, which contains Word, Excel, PowerPoint, Access and Outlook. *Home and Student Version Software is inadequate for this course.*

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

MS POWERPOINT (COMP-1024)

Learn to use PowerPoint for Windows using its pull-down menus, toolbars and dialogue boxes. PowerPoint as a presentation program allows you to create colourful graphics and text slides along with reports for your projects. **Software:** This course requires a familiarity with windows 98 or higher and use of a computer with Microsoft PowerPoint 2003 or higher.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆

MS WORD (COMP-1021)

Learn to use MS Word for Windows, a terrific word processing package that has the convenience of



pull-down menus. Learn to create, edit, format and print documents. Use paragraph, page and character formatting commands. Create multiple page documents with tables, and desktop publishing with MS-Word.

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

MS WORD – ADVANCED (COMP-1049)

Students will learn the advanced software features required to organize and prepare complex professional documents.

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

MYTHS & LEGENDS (LIBS-1002)

This subject is an introductory study of the universal and enduring presence of myths and legends.

Students explore creation myths, hero/heroine myths, dominant archetypes, 'modern' myths, and other topics. This fabulous journey showcases how a distant past connects to our contemporary world.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆

NETWORK + 2009 (SYST-1023)

Pre-requisite(s): Familiarity with Windows operating system concepts

This course will prepare you to write the new CompTIA Network+ exam. This course offers the opportunity to prepare for the exam while gaining knowledge in networking technologies on a Windows 2000, Novell NetWare and Linux environment. The Network+ course offers a broad look at many vendor neutral networking technologies with a focus on topologies, protocols, network implementation and support. Your Network+ certification combined with A+ can be applied as an elective towards the MCSE designation.

Software: Students should have supervisor access to NOS to complete lab component (not required for course completion).

Fee: \$362.70 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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NOT FOR PROFIT LEADERSHIP I: OPERATIONAL FRAMEWORKS (MGMT-1224)

This course is designed to provide current executives, new or aspiring non-profit managers, members of boards or career changers, an introductory understanding of the fundamental principles, issues and best practices for effective leadership and management of a not for profit sector organization. This program provides context-specific knowledge and skills for those already working in a not for

profit organization, and those wishing to pursue a career in the sector. Discussion, application of skills and knowledge acquired, self-reflection, are key features of the experiential learning process utilized throughout this course.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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NOT FOR PROFIT LEADERSHIP II: CONTEMPORARY ISSUES & PRACTICES (MGMT-3064)

This course builds upon concepts and learning experiences from Not for Profit Leadership 1: Contemporary Issues and Practices. Current issues and emerging pressures will be analyzed and applied. This course will examine sector trends and practices related to fund development, policy development, risk management, emerging human resource issues, ethics, law, marketing, project management and work life balance.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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NUTRITION (NUTR-1019)

This subject introduces students to the science of Nutrition and outlines the functions of the human body. The effectiveness of various diets and usefulness of food additives is explored. They will gain insight into the ways that food plays a variety of roles in maintaining health and reducing the risk of illness. Students will also learn the fundamentals needed to evaluate claims made by food faddists and food vendors.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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NUTRITION IN HEALTH CARE (NUTR-1010)

This course focuses on the basic principles of diet therapy. Several therapeutic diets are discussed, as well as tube feedings and commercial preparations.

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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OFFICE TECHNOLOGY & PROCEDURES (OFAD-1005)

This course helps students acquire practical and transferable office administration skills, attitudes, behaviours, and knowledge, which can be valuable in obtaining and retaining careers in fast-changing office environments.

Fee: \$405.90 + TB

50LC	Sep9-Dec16	(OTLN)	◆
51LC	Oct3-Jan9	(OTLN)	◆
52LC	Nov1-Feb7	(OTLN)	◆
53LC	Dec1-Mar8	(OTLN)	◆

ONCOLOGY NURSING 1 – RN (NRSG-1057)

Clinical aspects of cancer and cancer care supportive therapies include pathophysiology, genetics, epidemiology, prevention, screening and detection, diagnosis and staging, fatigue, resources, nutrition, pain, psychosocial, sexual and quality-of-life issues.

Fee: \$346.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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ORGANIZATIONAL BUSINESS COMMUNICATION (COMM-6002)

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

Fee: \$324.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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ORGANIZATIONAL STUDIES (BUSI-1101)

Organizational Studies takes a three-fold approach to organizational behaviour; how the individual employees, how their manager/leaders, and how organizations themselves can grow to be more productive. Productive here means, to individual employees, accepting of change and commitment. To managers/leaders, it means motivating and creating trust, and to organizations it means equity and profitability tempered by social conscience. When employees, managers/leaders, and organizations work toward a commonality of purpose, their productivity can be assured. This course will help students understand the nature of individual behaviours both in relation to co-workers and to managers/leaders.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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PARENT & STAFF TRAINING (EDUC-1069)

This course introduces the student to techniques for training others specifically to implement behaviour change plans (technology transfer). Students will learn and practice techniques for individual and group presentation formats for the training of families or professionals. Students will also learn how to maintain procedural integrity, use performance feedback, evaluate the effects of training, and understand the challenges that may impact before, during and after mediator training. Emphasis will be placed on in-class presentations and role-play practice.

Fee: \$265.50 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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PATHOPHYSIOLOGY I FOR RPN (HLTH-1162)

This course will provide an introduction to the fundamentals of pathophysiology and related disease processes. The underlying concepts of homeostasis, cellular changes, inflammation, infection, healing and abnormal immune responses will be examined. The basic concepts of fluid – electrolyte and acid – base balance will be analyzed and how imbalances can promote disorder in the body. Common diagnostic testing will be examined and how they are utilized in the process of diagnosing disease and prognostic outcomes. Specific diseases and disorders will be discussed to apply the concepts learned and how they affect the structure and functioning of the human body.

Fee: \$330.30 + TB

50LC	Sep9-Dec16	(OTLN)	◆
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PERSONAL & INTERPERSONAL DYNAMICS (COMM-1089)

You will discuss your personal dynamics and how to analyze, state the factors involved and describe approaches and techniques for developing a positive lifestyle. "Analyses and Solutions" teaches you to organize information, analyze tasks and situations at various levels, select and implement solutions. "Behaviour Management" deals with various viewpoints about behaviour, philosophy and major approaches, specific techniques and how to apply these to behaviour management in educational settings.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

PERSONAL COMPUTER SUPPORT FOR LIBRARY TECHNICIANS (COMP-1440)

Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. *Access to a working computer that can be disassembled is recommended. This computer should be a Pentium II or higher, and should NOT be a laptop.*

Fee: \$314.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

PERSONAL SUCCESS (MGMT-1092)

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, time management and stress management.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

PERSONALITY PSYCHOLOGY (PSYC-1081)

Personality psychology is a branch of psychology that defines what personality is and how it influences our behaviour and actions. This course will seek to understand how personality is developed. Through an examination of current research and theories, the course will explore patterns of thoughts, feelings, and behavior that make a person unique. Personality assessment and intelligence testing will be explored.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

PHARMACOLOGY OF ADDICTIONS (PHRM-1038)

This course focuses on drug families, general features and the dynamics of psycho active drugs. Students will discuss commonly identified substances within each of the families as well as the legal and illicit psychoactive drugs that have appeared in recent years.

Fee: \$243.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

Fee: \$197.50 + TB

40LC Sep13-Oct18 (OL) ■

PHARMACOLOGY – PHARMACY TECHNICIAN BRIDGING (PHRM-3025)

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.

Fee: \$281.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

PHARMACOLOGY FOR MEDICAL OFFICE PROFESSIONALS (PHRM-1057)

Course will assist in developing an understanding of how drugs work, drug classifications, methods of administration and the major drug groups affecting the various body systems. This course is open to people currently employed or aspiring to employment in health related areas.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

PHYSICAL DISABILITIES LEVEL I (BSCI-1065)

Explores the importance of a multi-dimensional approach in the assessment of AT, alternative keyboards, software interfaces, alternative keyboarding methods; advantages and limitations of specific solutions will be discussed, as well as non-technical low-cost solutions. Ergonomic considerations will be addressed.

Fee: \$278.50 + TB

40LC Sep1-Oct26 (OL) ■

PLUMBING INSPECTION (CIVL-1051)

This subject prepares students to inspect, in a residential dwelling, the interior water supply and distribution systems (including fixtures and faucets), as well as water heating equipment and drain/vent/waste systems and their related fixtures.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

POETRY WRITING (WRIT-1065)

Poetry writing provides skills necessary for the creation, development, and marketing of publishable poems.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

POLICE POWERS I (CRIM-1009)

This course will examine pertinent sections of the Canadian Charter of Rights & Freedoms and their impact on the Canadian Criminal Procedure. Citizen and police arrest and release authorities, police powers and search and seizure with and without warrant, police discretion and implications will be discussed.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

POLICE POWERS II (CRIM-1023)

This course is a continuance of Police Powers I and will focus on police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management and labour issues. Use of force theory, law and other legal issues related to the use of force will be discussed. Theory related to officer safety will be examined.

Fee: \$254.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

POLITICAL GEOGRAPHY (GEOG-1004)

This course will examine the geopolitical forces impinging on global politics, while treating regions and countries of the world that are significant from a Canadian perspective. We explore the earth's physical features, natural resources, environmental conditions, climate, population characteristics, and economic forces. The course relates these to the conduct and status of political entities such as nation-states and international institutions, as well as religious, ethnic, gender, and ideological groups. The course ends with a study of the Middle East, Africa, southern Asia, Europe, Russia, Latin America and the Caribbean.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

PREPARATORY PHYSICS (PHYS-1037)

The purpose of this course is to prepare students with the necessary background in Physics to allow them to enter the first year of a College Technician or Technology Program.

Fee: \$411.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

PRESENTATIONS & DESKTOP PUBLISHING (COMP-1154)

Participants will learn how to use both methods of communication to help market their small business. Participants will be able to use design techniques to create valuable communication vehicles such as an effective electronic presentation. **Software: MS Publisher 2010 & MS PowerPoint 2010.**

Fee: \$297.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

PRINCIPLES OF ACCOUNTING I (ACCT-1004)

An introductory course to the subject of Accounting designed to take participants through the accounting bookkeeping cycle, including knowledge of the accounting profession and how to analyze and record business transactions. You will also learn about worksheets, financial statements, accounting for merchandising operations, internal controls, and petty cash.

Fee: \$359.50 + TB

40LC Aug29-Dec19 (OL) ■

42LC Oct17-Feb13 (OL) ■

PRINCIPLES OF ETHICAL REASONING (CRIM-1004)

This course focuses on ethical issues faced by the individual as a person and more particularly as a



professional with authority and responsibility for law enforcement. It will help the student clarify their values and establish a framework for ethical decision making. The course will focus the students' minds on the importance of moral philosophy as a component of the decision making process.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

PRINCIPLES OF HR MANAGEMENT (MGMT-1006)

The Human Resources sector holds limitless potentials and it's up to you to utilize them. This course provides students with an overview of the issues, functions and responsibilities performed by a Human Resource Professional. An emphasis is placed on training and development, planning, performance appraisals, compensation management, occupational health and safety, and employee and union relations.

Fee: \$278.50 + TB

40LC Sep12-Dec19 (OL) ■

41LC Oct4-Jan17 (OL) ■

PRINCIPLES OF SALES (BUSI-1113)

This course will provide the student with an in-depth look at the field of sales. Rather than looking at professional selling as a career area, the focus is directed more at acquiring and demonstrating selling skills. This course deals with a Selling System, a system that deals with sales strategies. You must know where you stand in the sales process; know why buying decisions are made and who makes them within each account. You need to understand the business problems facing each account, and how your product or service can help solve them. Therefore this sales course has been developed to help you learn how to understand, develop and penetrate your accounts more effectively. It's a program that shows you how to devise profitable selling strategies and turn those strategies into action.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

PRODUCT PREPARATION – PHARMACY TECHNICIAN BRIDGING (PHRM-1046)

This practical lab combines theoretical knowledge and practical experience needed to accurately and safely prepare both sterile and non-sterile pharmaceutical products. The emphasis in the sterile component will be on the development of aseptic technique under CSHP (Canadian Society of Hospital pharmacists) guidelines including an overview of chemotherapy and TPN. In the non-sterile component, review methadone guidelines and prepare internal and external preparations using common compounding formulas, under OCP, GMP and WHMIS guidelines.

Fee: \$281.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

PROFESSIONAL ETHICS (BUSI-1075)

This course will provide students with an introduction to ethical considerations involved in addictions work as it relates to the profession, their role, and

agency affiliations. The course will discuss the legal implications associated with ethical standards and professional conduct. The resource of the Canadian Addiction Counsellors Certification Federation (CACCF) will be surveyed as part of this course.

Fee: \$89.50 + TB

40LC Oct3-Oct31 (OL) ■

PROFESSIONAL PRACTICE – PHARMACY TECHNICIAN BRIDGING (PHRM-1045)

Students will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. Through a variety of learning tools such as interactive case studies, assignments, quizzes and group work, the student will enhance his/her ability to practice competently within the professional practice framework.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

PROJECT MANAGEMENT & SCHEDULING SOFTWARE (COMP-1411)

Project management software greatly increases the ability of the project manager to work more efficiently. The functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting are explored in detail. The student moves from an introductory to an advanced level of familiarity with the functions of MS Project, a typical project management software tool.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

PROVINCIAL OFFENCES (CRIM-1024)

Students interpret and apply provincial statutes. Topics studied include arrest, search and seizure authorities, common offences and the involvement of non-police agencies. Statutes examined will be: Provincial Offences Act, Liquor License Act, Trespass to Property Act, Residential Tenancies Act (2006), the Blind Persons' Rights Act, Mental Health Act, Coroners Act, Child and Family Services Act, and the Family Law Act.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

QMS PROCESS AUDITING (ACCT-1067)

The purpose of this course is to train internal quality auditors to evaluate the compliant status of a Quality Management System (QMS) to determine whether quality activities comply with planned arrangements and whether these activities have been implemented effectively. The students will learn how to apply the process approach to auditing in order to examine processes and procedures. The ISO 9000:2000 series of standards and ISO 19011 International Standard forms a major part of the course material.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

QUANTITATIVE METHODS I (MATH-1179)

The statistical portion of the course enables students to use various types of graphs to present information. Students are also introduced to basic measures of central tendencies and dispersions for both sample and population. Students are able to use these basic statistical measures to make reasonable business decisions. Students are also able to use time-series and simple linear regression knowledge to perform short term forecasting using a statistical package as a tool. They are also able to use the consumer price index to find the purchasing power of a dollar and "real" wages. Students are able to use knowledge of basic mathematical functions to describe business relationships and build models. They are able to apply knowledge of linear and quadratic functions and contained optimization to practical business situations. Students are able to apply linear programming techniques to business applications.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

QUANTITATIVE METHODS II (MATH-3065)

This course will focus on statistical inference involving two or more populations, simple and multiple regression, and correlation and linear programming. The student will also perform data analysis using computer outputs.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

QUANTITY FOOD PREPARATION (FDMG-1057)

This course focuses on the cooking principles and methods for preparing food in large quantities. In addition, the nutritional components of each food will be reviewed to ensure students are aware of the quality and nutritional values of various foods, and methods for maintaining nutrition throughout food preparation and service. Various food types will be examined including meat and alternates, bakery products, cold prepared items, egg and cheese recipes, milk products, soups, stocks and sauces. Major cooking equipment will also be discussed.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

QUICKBOOKS (COMP-1418)

QuickBooks is designed for the small to mid-sized business owner. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports. Topics also include: setting up a Payroll, edit employee data, process payroll and government data.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

51LC Oct3-Jan9 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

53LC Dec1-Mar8 (OTLN) ◆



QUICKBOOKS ADVANCED (ACCT-5011)

This course will build on the learning from the Introduction course and will include the following topics: setting up a new company, purchasing, inventory management, units of measure, estimates and progress billing, job costing, customizing invoices and other forms, multicurrency, budgeting and advanced reporting (customizing and memorizing).

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

RACISM & DISCRIMINATION (SOC1-1040)

This course will target racism and discrimination that are observed in the Canadian multiculturalism context. Learners are able to identify types of discriminations and racisms based on our cultural values and find the connection between discrimination and the society. We will also analyze sociological factors such as the media that could cause biases and prejudice. The objective of this course is to enhance the sensitivity and intolerance of the mistreatment based on racial or ethnic background and to consider how to handle these issues as occupational professionals and individuals in this pluralistic society.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

READING CONSTRUCTION BLUEPRINTS (CIVL-1057)

Students will learn to read Construction Blueprints: architectural, structural, mechanical, and electrical. Students will be able to read mechanical and electrical symbols, as well as Facades, Elevations, Wall Sections, Floor Plans & their Details Cross References. Students will learn to modify a sample of a construction estimate based on an actual blueprint.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

RECORDS & INFORMATION MANAGEMENT FUNDAMENTALS (INFO-1166)

This online course introduces the records lifecycle and establishes a solid base in records management concepts and techniques. Records inventorying, retention and destruction scheduling, inactive and vital records management and the application of records management practices to electronic records are emphasized.

Fee: \$314.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

RESEARCHING & REPORTING (WRIT-1063)

In this 39-hour online course communication skills are developed through hands-on application. Students can choose examples related to their careers. Participants define a problem, collect research using print sources, the Internet, interviews and questionnaires, and present their findings in reports.

Fee: \$314.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

ROLE OF THE PROFESSIONAL (ECED-1069)

This course focuses on the professional and ethical responsibilities of the early childhood educator. Students will explore issues and develop strategies to determine the nature of their professional responsibilities.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

ROOFING INSPECTION (CIVL-1045)

The emphasis in this subject is on typical defects of the various types of roof coverings, drainage systems, flashings, skylights, chimneys, and other roof penetrations. Students apply their knowledge of roofing to inspections that focus on system performance, safety concerns, and compliance with existing codes and standards.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

SAFETY IN AN EDUCATIONAL SETTING (SFTY-1034)

Preparing to work as an EA, should include an understanding of your own personal safety concerns as well as the related safety issues for the child with whom you will be working. The student will discuss legislation and be provided direction on WHMIS, safe physical care, safety related procedures, an understanding of coping with behavioural issues, physical restraint, medication, suicide and special conditions (e.g. allergies). *This course must be completed prior to registering for a placement.*

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

SANITATION & SAFETY (SANI-1006)

Focus on preventing food-borne illness within the health care institutional setting. Course addresses special regulations and acts governing food service and strategies involved in proper food handling and control of contamination. Emphasis also on food safety and quality assurance programs such as HACCP. Safe working environments for the FSW are explored including fire safety, managing safety hazards, prevention of common injuries, and an introduction to first aid.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

SCIENCE FICTION (LIBS-1003)

The world is constantly evolving, in large part due to our technological advances. Science Fiction is ideally suited to explore our changing world. A variety of short stories and novels exposes students to the amazing narratives and fantastic voyages of this literary genre.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

SEXUAL VIOLENCE (SOSC-1008)

Sexual violence is an ugly reality and a societal concern. This course will examine the many forms of

sexual violence perpetrated by individuals. Students will study sexual violence in the context of male toward female, female toward male, as well as incest and child abuse in families. Reasons for sexually deviant behaviours (why individuals do what they do), and the latest approaches and strategies for treating both victims and perpetrators will be examined.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

SMALL BUSINESS FINANCIAL MANAGEMENT (BUSI-1080)

The major purpose of this course is to prepare students to assume a role as entrepreneur, acting as a general manager, as opposed to an accounting technician or a financial specialist. The emphasis is on developing a broad understanding of those accounting and financial management concepts and terminologies which will serve them in the course of starting and operating a small business.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

SMALL BUSINESS OPERATIONS & LEGAL ISSUES (BUSI-1114)

This course includes topics on forms of business ownership, location strategies, the home-based business, government assistance, licensing requirements; inventory planning, recruitment and selection of employees and human resources legislation issues.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

SOFTWARE APPLICATION INTEGRATION (COMP-1337)

Learn how to integrate Microsoft software using Word, Excel, Access and PowerPoint. You will learn to copy, paste, link and embed files from one program to another. Take this course to learn how to effectively use them together as they are typically used in business. A must have for those working or looking to work in a business office environment.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

SPA MANAGEMENT & LEADERSHIP (MGMT-1202)

Leadership, coaching and mentoring staff requires the student to learn and develop skills in organizing themselves and others, communicating effectively, resolving conflict, applying principles of preventative employee discipline, understanding personality styles and helping others to maximize their potential.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) ■

SPECIALIZED INSTRUCTIONAL STRATEGIES (EDUC-1068)

This course introduces the student to common evidence-based behavioural approaches applied in teaching individuals with autism new skills with an emphasis on strategies for teaching language,



academic skills, activities of daily living, play skills, and social skills. Topics will be approached by providing the student with an understanding of the terms used, a description of the teaching techniques characterized in each of the modules (where applicable) and a basic understanding of the conceptual elements motivating the approaches.

Fee: \$427.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

SPECIFIC LEARNING DISABILITIES (BSCI-1067)

This course provides learner with an overview of Specific Learning Disabilities and current compensatory and remedial software, including educational system software, word processor capabilities, and other software that assists the student in organizing information. The role of peripherals will also be discussed.

Fee: \$278.50 + TB

40LC Nov1-Jan10 (OL) ■

SPORTS PSYCHOLOGY (PSYC-1080)

This course examines the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. This course evaluates what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

STATISTICS (MATH-1045)

This course is designed to provide students with an understanding of statistics. It includes regression analysis; probabilities and distributions; sampling; statistical estimation; and hypotheses testing.

Fee: \$324.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

STERILE STORAGE, INVENTORY CONTROL & MANAGEMENT OF RESOURCES (HLTH-1112)

Introduction to sterile storage, inventory control distribution systems including the case cart system, potting, and stock rotation.

Fee: \$211.10 + TB

52LC Nov1-Dec12 (OTLN) ◆

STRESS, WELLNESS & NUTRITION (HLTH-1161)

Stress can play a huge factor in our personal and professional lives. Learning to deal with it is vital for our long-term health. While stress alone doesn't cause disease, it triggers molecular changes throughout the body that makes us more susceptible to many illnesses. In this course, students will gain an understanding of the importance of how to deal with both positive and negative stress in their lives. By using the wellness perspectives each student will gain more insight into how they can control both internal and external stressors.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

STRUCTURE INSPECTION (CIVL-1046)

This subject focuses on the following structural components of a residential dwelling: foundations and footings, floors, walls and roof/ceiling structures. Students learn to apply knowledge of structures to inspections that focus on system performance, safety concerns, and compliance with good construction practices.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

SUPERVISION & ADMINISTRATION (ECE) (ECED-1066)

This course is designed to give students an understanding of the administrative procedures and the supervisory functions required to operate a child care program. Emphasis will be placed on the development of technical and interpersonal skills that ensure an efficient operation.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

TAXATION I (ACCT-1085)

This is an introductory course to federal income tax in a Canadian setting. Students will gain an understanding of the underlying objectives and principles of income taxation. Topics include employment income, business income, income from property, investment income and capital gains. Personal tax returns for individuals will be completed both manually and using a tax preparation software program.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

52LC Nov1-Feb7 (OTLN) ◆

TAXATION II (ACCT-3034)

This course deals with the liability for income tax of individuals and corporations. The determination of net income for tax purposes, taxable income and taxes payable will be examined in detail, for unincorporated businesses and corporations. Preparation of personal tax returns will be completed in detail.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

TEACHING – LEARNING STRATEGIES (EDUC-1065)

This course provides participants with opportunity to acquire/enhance skills in facilitating the learning process with adult learners. The focus is on training techniques and skills, training equipment, resources and learning activities. Each participant will be required to facilitate one learning experience online.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

TECHNICAL MATHEMATICS (MATH-1171)

This first-level mathematics course for engineering technology programs begins with a review of fundamental concepts, arithmetic operations, and units of measure. This is followed by an in-depth study of basic algebra, trigonometric and other

functions, and quadratic equations.

Fee: \$449.10 + TB

50LC Sep9-Dec16 (OTLN) ◆

TECHNOLOGY ADVANCED PREP MATHEMATICS (MATH-3041)

This course provides students with basic technology mathematic skills and understanding of fundamental terminology required for further courses or programs where mathematics is applied. Advanced algebraic expressions and Trigonometry will be covered.

Fee: \$421.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

TECHNOLOGY: APOCALYPSE OR EDEN? (SOC1-1057)

This course provides opportunities for students to evaluate the effects of technology and the use of technology in society, as well as on the individual through an analysis of competing visions of technology. The course will provide opportunities for written analysis of the work of Jacques Ellul, as well as to the history of humanism and modern institution. The course will pose the question of whether the modern corporation is a technological oppressor or a humanist wealth provider, and whether individuals themselves are technicians or humanists.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

THEORY & PRACTICE OF COUNSELLING (BSCI-1096)

The four units in this course will provide the students with an overview of the theory and skills related to the helping relationship process. The course will provide a theoretical framework for examining key concepts related to counselling activities and their application. The course will focus in the nature of the counselling relationship key issues and concerns, techniques for effective counselling interaction and skill building in the key areas of interpersonal communication. Attention will be given to counselling issues and concerns as they related to specific population issues. The course will also introduce basic record keeping within the context of the counselling relationship.

Fee: \$270.50 + TB

50LC Sep9-Dec2 (OTLN) ◆

Fee: \$224.50 + TB

40LC Sep15-Oct27 (OL) ■

TRAFFIC MANAGEMENT (CRIM-1019)

In this course the students will develop the knowledge, skills and ability to locate and apply sections of the Provincial Traffic Law. Students will practice locating topics in the Acts and Regulations, will master the definitions required to interpret traffic law and will apply the law concerning Police Authorities, drivers licenses, permits and rules of the road. Students will develop and practice interpersonal strategies and procedures for dealing with motor vehicle stops.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆



TRANSITION PLANNING & IMPLEMENTATION (HLTH-1125)

This course will prepare the student for assisting in planning and mediating transitions for children with ASD within and across home, school and community settings. Topics will include models for effective transition planning, assessment and evaluation; understanding differing perspectives on transitions within and across environments; developing collaboration and relationship with parents and professionals; understanding transition practices and relevant legislation; and practice in the use of transition assessment and evaluation tools.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

TREATING CHALLENGING BEHAVIOURS (HLTH-1126)

The student will be introduced to a variety of procedures used to assess and treat challenging behaviours presented by individuals with autism/Autism Spectrum Disorder. The topics covered will include functional behavioural assessment and functional analysis and scientifically validated techniques for the treatment of challenging behaviours (e.g. stereotypy, pica, aggression, self-injury, etc). Emphases will be placed on ethical considerations such as the utilization of the least intrusive, least restrictive model and “effective treatment”. Techniques covered will include antecedent control strategies, schedules of reinforcement, extinction, differential reinforcement strategies, social stories, desensitization procedures, and declarative procedures.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

TREATMENT APPROACHES (BSCI-1093)

The focus of this course is to provide students with information on current treatment approaches and practices. Students will examine a selected range of treatment models, including harm reduction, the Matrix model, brief solution focused and cognitive models, as well as those approaches currently in use within the province. Relapse and relapse prevention will also be examined as part of this unit. Attention will be given to specific techniques that are utilized within these models.

Fee: \$297.50 + TB

50LC Sep9-Dec2 (OTLN) ◆

Fee: \$251.50 + TB

40LC Nov3-Dec22 (OL) ■

UNDERSTANDING LITERATURE (ENGL-1048)

Understanding Literature acquaints students with the tools necessary to appreciate literature critically by reviewing literary history and examining different genres. Students will explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. For creative-writing students, this course will provide a framework in which to appreciate and evaluate their own writing.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆

UNDERSTANDING MEDICAL TESTS FOR MEDICAL OFFICE STAFF (HLTH-1164)

This course is designed for medical office professionals to assist in developing an understanding of common medical tests related to a wide variety of body systems. Knowledge in the area of medical testing will help the student to educate the patient in relation to the description and purpose of the test, preparation of the patient before the test, with care during and after the test, and expected results. Risks, complications, and special concerns are covered. This course is open to people currently employed in health related areas or hope to do so in the future.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

UNDERSTANDING SURGICAL PROCEDURES FOR MEDICAL OFFICE STAFF (HLTH-1165)

This course has been designed for medical office professionals to assist in developing an understanding of common surgical procedures related to a wide variety of body systems. Knowledge in the area of surgical procedures will help the student to educate the patient prior to and after surgery, what to anticipate, and expected results. This course is open to people currently employed in health related areas or hope to do so in the future.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

UNIVERSITY PRE-REQUISITE BIOLOGY II (BIOL-3009)

This course focuses on the concepts and processes associated with biological systems. Students will learn concepts and theory in areas such as metabolic processes, molecular genetics, homeostasis evolution, and population dynamics.

Fee: \$278.50 + TB

40LC Sep9-Dec16 (OL) ◆

UNIVERSITY PRE-REQUISITE CHEMISTRY II (CHEM-3011)

This course enables students to deepen their understanding of chemistry through the study of organic chemistry, energy changes & rates of reaction, chemical systems and equilibrium, electrochemistry, and atomic and molecular structure. Students will further develop problem-solving and lab skills as they investigate chemical processes, while refining their ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in daily life, & evaluating the impact of chemical technology on the environment. *This course does assume students have knowledge of basic chemistry principles.*

Fee: \$328.50 + TB

40LC Sep9-Dec16 (OL) ◆

VETERINARY OFFICE SKILLS & PROCEDURES (OFAD-1016)

This course will cover the administrative and clerical procedures involved in a veterinary medical practice, including effective communication skills, telephone

skills, body language, conflict management and working in a team oriented, professional environment. This course will stress the importance of proper preparation of medical records, filing methods, appropriate paperwork, message taking, collection of information, and maintaining a professional manner.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

VETERINARY TERMINOLOGY (COMM-1110)

Focus on terminology used within the veterinary office and develop the necessary language skills to communicate effectively in this environment. Word structure and terminology are studied to ensure that those working in the veterinary profession understand the doctor, their peers and clients. Terminology will be introduced along with a very basic understanding of anatomy and physiology, using a systems approach.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

VISUAL BASIC – INTERMEDIATE (COMP-3062)

This is a continuation of the introductory course and you will learn two major aspects of Visual Basic programming; database and array processing. The database topics include the basic data control, introductory SQL to process multiple tables and adding/deleting/editing records. The Arrays consist of check box, text and label controls with FOR/NEXT processing and storing the data on sequential files.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

VISUAL BASIC – INTRO (COMP-1025)

This is an introduction to the general principles of computer programming. Topics will include the selection of basic data types, basic I/O, operators, repetition, flow control, decisions, arrays and the use of simple user-defined functions and user-defined classes. This course teaches the student how to write computer programs, using a high level language, to solve typical business problems. A structured programming approach is taken for the majority of the course with an introduction to OOP principles and program design also included. The Visual Basic 2005 programming language has been selected as the language vehicle for the course.

Fee: \$405.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

VISUAL C++ INTERMEDIATE (COMP-1052)

Building on the fundamentals acquired in the Introduction course, this course will teach you advanced Visual C++ topics. Students will develop sophisticated Windows applications using the MFC Library, Controls, SDI, MDI, and OLE controls.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

VISUAL C++ INTRO (COMP-1445)

This course covers the fundamentals of Visual C++ 2008 software. The emphasis during the first



part of the course is learning the C++ language. Object-Oriented Programming (OOP) language concepts will be introduced. The student will learn to develop applications starting with Console Win32 applications. Students will then proceed on to Windows programming using Microsoft Foundation Classes (MFC), generating XP sp2 compatible applications. Students will explore the development tools of Visual C++. Students will then proceed on to Windows programming using Microsoft Foundation Classes (MFC), generating XP sp2 compatible applications. Students will explore the development tools of Visual C++.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆

WAR & TERRORISM (SOCL-1053)

The term “terrorism” has become a central part of everyday life. We hear about it on TV, we read about it on the internet and we think about it, like it or not, every time we board a plane. But what is “terrorism” exactly, who decides and why does it matter? These challenging questions form the foundation for this introductory course to “terrorism.” Building from an exploration of the relationship between power and language, students will examine the historical evolution of contemporary “terrorism,” paying particular attention to the root causes, enabling frameworks, aims, methods and consequences of “terrorist” activity. The course will conclude by reflecting on the apparent tension between fighting “the war on terror” and preserving civil rights.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

WHAT IN THE WORLD IS GOING ON? (COMM-1108)

News stories confront us with people, places, issues, and crises from around the world. An understanding of background issues helps us make informed judgments. This subject focuses on the main news stories of the day and looks for your critical interpretations.

Fee: \$330.30 + TB

50LC Sep9-Dec16 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆

WILLS & ESTATES PRACTICE & PROCEDURE (LAWS-3048)

The course focuses on the function and drafting of Wills and Powers of Attorney and the laws and procedures relating to the administration of estates in Ontario.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

WINDOWS 7 (COMP-1436)

Discover the advantages of this operating system. Learn how to customize the Desktop and utilize the programs that come with Windows 7; set up your own applications for easier access and install software. Learn to search for and manage files and folders and how to take advantage of the communication and multimedia systems available

through Windows 7 and the Internet.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆
51LC Oct3-Jan9 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆
53LC Dec1-Mar8 (OTLN) ◆

WINDOWS VISTA (COMP-1406)

Learn to use Microsoft Vista to properly operate your computer. Vista uses a graphical/visual approach to performing operating system tasks. You will learn to manage your files including organizing using folders and finding missing files. Through the progression of the course, students will take advantage of the communications and multimedia systems available to them through Windows Vista and the Internet.

You must have Windows Vista installed on your hard-drive and internet access.

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆
51LC Oct3-Jan9 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆
53LC Dec1-Mar8 (OTLN) ◆

WINDOWS XP (COMP-1115)

This version of the Windows series is designed to make computers user friendly. As an operating system it still requires additional configuration to achieve the full benefits. This course reviews the advantages of operating system and outlines how to utilize the programs that come with Windows XP, set up your own applications for easier access and install software. You will learn to manage your files including organizing using folders and finding missing files. Through the progression of the course, students will take advantage of the communications and multimedia systems available to them through Windows XP and the Internet. *You must have Windows XP installed on your hard-drive and internet access.*

Fee: \$265.50 + TB

50LC Sep9-Dec16 (OTLN) ◆
51LC Oct3-Jan9 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆
53LC Dec1-Mar8 (OTLN) ◆

WORKING & COMMUNICATING IN A MEDICAL SETTING (HLTH-1166)

Learn theory and techniques for successful verbal and non-verbal communication and effective work skills, including communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization, human relations.

Fee: \$297.90 + TB

50LC Sep9-Dec16 (OTLN) ◆

WORKING WITH FAMILIES & TEAMS (HLTH-1123)

This course presents the students with theories, terminology and applications underlying current approaches to teamwork and working with the families of children with Autism Spectrum Disorders. The focus will be on effective collaboration with a multi-disciplinary team, which is essential to successful

intensive behavioural intervention. Students will develop the interpersonal, job-oriented skills necessary to problem-solve as team members in a flexible, empathetic, resourceful, and productive manner.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

WRITING FOR PUBLICATION I (WRIT-1066)

The general objective of this course is to introduce students to creative writing and the publishing process. Students will follow the various steps of manuscript preparation, including conferencing, editing and proofreading. Students will examine the writer's craft using a wide range of professional works as models.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

WRITING GRAMMATICALLY (WRIT-1040)

This course explains the rules of English grammar in a comprehensive, easy-to-follow manner. This course begins with a review of sentence parts, moves on to an in-depth explanation of sentence structuring, and culminates in a practical review of stylistic conventions in business writing.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆
52LC Nov1-Feb7 (OTLN) ◆

YOUTH IN CONFLICT (CRIM-1018)

Students will examine the application of statutes affecting youth in conflict with the law from a philosophical, contemporary and historical perspective. As well, the context of the Youth Criminal Justice Act, Young Offenders Act, Child and Family Services Act and other relevant legislation, detention, interviewing and processing through the court structure. The ability to summarize and appraise disposition alternatives and extra-judicial measures, which may be employed with a view to aiding and rehabilitating a young person while facilitating public safety and victim response, is developed.

Fee: \$346.50 + TB

50LC Sep9-Dec16 (OTLN) ◆

WRITING SHORT STORIES (WRIT-1058)

Writing short stories is an introductory course for the aspiring story writer who focuses on the particularities of this literary genre. Character development, narrative unity, and plot construction are explored by analyzing selected short stories and participating in writing exercises. In the latter part of the course, students follow a step-by-step approach to producing a story suitable for publication. The processes of submission for publication, as well as the various opportunities for publication are examined.

Fee: \$362.70 + TB

50LC Sep9-Dec16 (OTLN) ◆



Trades & Technology

Economic growth affects all professions and industries. However, one of the key benefits of a skilled trades career is that it is one of the most transferable careers in today's global economy. When you learn a trade, you will gain an essential skill that will always be needed in society. Ensuring that Canada has skilled tradespeople is vital to Canada's future prosperity and essential to Canada's ability to have a strong economy within a global market. Economic trends are favouring countries and production facilities with a large pool of skilled workers. In other words, "qualified/skilled labour = a strong economy = high rates of employment for everyone."

Building Operator Certificate Programs

Building Environmental Systems Certificate Program

The program will train students to operate and maintain a complex building- Commercial Properties, Apartment Buildings, Shopping Malls, Educational & Institutional Buildings as well as all Health Care Facilities.

SUBJECT MATTER COVERED WILL INCLUDE:

- Heating
- Air Conditioning & Refrigeration
- Air Handling, Ventilation & Indoor Air Quality
- Commercial Building Controls
- Electrical, Lighting & Power distribution
- Energy Management
- Water Treatment

Facility Manager Certificate Program

This program is highly recommended for all persons involved in the operations and management of today's complex buildings who realize the value and potential in enhancing their skills as applied to the administration and operation of all of today's modern buildings.

SUBJECT MATTER COVERED WILL INCLUDE:

- Property and Building Administration
- Building Maintenance and Operation
- Strategic and Financial Planning
- Human Relations
- Energy Management
- Fire & life Safety
- Technical Writing
- Computer Application

PROGRAMS & COURSES

BUILDING TECHNOLOGY

Building Environmental
Systems Program 

Designed to train people in the operation and maintenance of today's complex buildings. It is recommended that applicants be employed in a building operation. This program focuses on the knowledge required to understand the functioning of all systems in a commercial building including: heating, air conditioning, refrigeration, ventilation, electrical power, lighting, water and air supply. The program specifically focuses on how they are all interconnected, sustainability and how we can operate and maintain buildings more efficiently. All courses are graded.

CLASS II:

Air Conditioning BES702	CIVL-1013
Air Handling BES703	CIVL-1012
Controls BES705	CIVL-1014
Electrical BES704 ✓	CIVL-1016
Energy Management BES710	CIVL-1010
Heating BES701	ENVR-1006
Practical Overview BES700 ✓	CIVL-1015
Water Treatment BES706	CIVL-1017

CLASS I (All of Class II + 1 of the following):

Air Systems Design BES708	CIVL-1019
Hospital Building Systems BES709	CIVL-1041
Pipe Systems Design BES707	CIVL-1042

ELECTRICAL BES704 (CIVL-1016)

This course includes electrical systems, motor controls, switching controls, wiring diagrams, calculation of loads, and utility charges. **Note:** Students must order textbook online through Seneca College www.senecac.ca or through Fanshawe College Bookstore at 519-452-4260.

Fee: \$246.10 + TB

01LC Tue Sep13-Dec6 7-10pm (C) *

PRACTICAL OVERVIEW BES700 (CIVL-1015)

This course provides visual awareness of equipment in complex buildings with demonstrations of boilers, chillers, air handling units, fire protection, and electrical equipment. **Note:** Students must order textbook online through Seneca College www.senecac.ca or through Fanshawe College Bookstore at 519-452-4260.

Fee: \$246.10 + TB

01LC Thu Sep15-Dec8 7-10pm (C) *

Building Environmental
Systems Facility
Manager Program

This program is for entry level managers or current managers of building systems and building operations staff. It covers the essential elements of building operations administration, staffing, communications with an introduction to the legal and financial requirements.

Graduates of the Class I and Class II Operator levels of the Building Environmental Systems Program can now pursue advanced studies toward the awarding of a certificate as a Facility Manager.

This program will be of interest to:

- Graduates of Class I and II Operator levels of the Building Environmental Systems Program
- Newly appointed Facility Managers
- Industry personnel wishing to upgrade their skills and knowledge in facility management
- Those with an engineering or business background seeking a career change

CORE LEVEL (Required):

Human Relations for Facility Managers BES804	MGMT-1208
Property & Building Administration BES801	CIVL-1054
Site Maintenance & Building Safety BES802	CIVL-1055
Strategic & Financial Planning BES803	FINA-1039

OPERATIONS LEVEL (Required):

Energy Management BES701	CIVL-1010
Practical Overview of Building Systems BES700 ✓	CIVL-1015

ELECTIVES (Select 1 + 1 Required):

Fire Safety	SFTY-1044
Introduction to Computer Applications	COMP-1405
Photovoltaic Technology	CIVL-1056
Technical Writing (Required) ✓	WRIT-1047

PRACTICAL OVERVIEW BES700 (CIVL-1015)

This course provides visual awareness of equipment in complex buildings with demonstrations of boilers, chillers, air handling units, fire protection, and electrical equipment. **Note:** Students must order textbook online through Seneca College www.senecac.ca or through Fanshawe College Bookstore at 519-452-4260.

Fee: \$246.10 + TB

01LC Thu Sep15-Dec8 7-10pm (C) *

TECHNICAL WRITING (WRIT-1047)

This course will introduce students to a variety of technical writing formats such as, resume and cover letter building, memoranda, letters and email, directions and instructions, and proposals. Attention to audience and purpose, writing ethically, organizing information, and utilizing graphic aids will also be covered.

Fee: \$197.50 + TB

01LC Mon Sep19-Nov28 7-10pm (C) *

Building Officials
Certification Program

The Building Code Act, as amended by Ontario Bill 124, now requires certain practitioners in the building code enforcement and architectural design field to have qualifications as described in the Ontario Building Code.

These Ontario Building Code Training courses provide the pre-requisite for certification with the Ontario Building Officials Association (OBOA) as Certified Building Code Official (CBCO) and Building Code Qualified (BCQ) as well as apply to all AATO accreditation programs including Internships and Continued Professional Development requirements for Certification with the AATO.

COURSES:

Legal Process	ARCH-3010
Part 9: The House	ARCH-1011
– Building Envelope ✓	
Part 9: The House	ARCH-1008
– Health & Safety ✓	

PART 9: THE HOUSE – BUILDING ENVELOPE
(ARCH-1011)

This course deals with the structural requirements and inspections, including the study of the building envelope, introduction to the Ontario Building Code, reading plans, permit applications, site plans, footings, foundation walls, etc. and final exterior inspections.

Fee: \$235.30 + \$65 OBOA Fee + \$30 Certificate Fee + Manual

01LC Thu Sep15-Dec8 7-10pm (C) *



PART 9: THE HOUSE – HEALTH & SAFETY (ARCH-1008)

This course is part of the Ontario Building Officials certification program. It examines the building code requirements pertaining to Health and Safety in small buildings.

Fee: \$235.30 + \$65 OBOA Fee + \$30 Certificate Fee + Manual

01LC Tue Sep13-Dec6 7-10pm (C) *

Home Inspection Certification



Home inspection is a consulting service that helps homebuyers make informed decisions about their prospective new home. Standards of Practice define a minimum and uniform standard for private, fee-paid home inspectors. Home inspections performed to these standards are intended to provide the client with information regarding the condition of the systems and components of the home as inspected. The systems and components of a house include roofing, structure, electrical, heating, air conditioning/heat pumps, plumbing, exterior, insulation and the interior. Perfect for individuals working in the field or those interested in exploring a new venture, this program leads to Certification by the Ontario Association of Home Inspectors (OAH). **Note:** Call OAH to determine your course requirements 416-256-0960 or toll free 1-888-744-6244.

COMPULSORY COURSES:

- OAH Defection Recognition & Reporting (4-day course given by OAH)
- Part 9: The House ARCH-1011 – Building Envelope ✓
- Part 9: The House ARCH-1008 – Health & Safety ✓
- Residential Heating Inspection (offered through OAH)
- Residential Electrical Inspection (offered through OAH)

Plus one of the following:

- OAH-approved Introduction to Home Inspection course. This course is also available through the Humber online program. Check with OAH before taking any courses to make sure they meet their requirements.
- Have passed ASHI Exam A and B, or CAHI, OAH Insurance Qualification Exam
- Completed 30 hours of OAH or ASHI seminar programs

THE FOLLOWING OAH COURSES ARE AVAILABLE ONLINE:

Air Conditioning & Heat Pumps ✓	CIVL-1050
Communication & Professional Practices ✓	COMM-1093
Electrical Inspection ✓	CIVL-1047
Exterior Inspection ✓	CIVL-1052
Heating Inspection I ✓	CIVL-1048
Heating Inspection II ✓	CIVL-1049
Interior/Insulation Inspection ✓	CIVL-1053
Plumbing Inspection ✓	CIVL-1051
Roofing Inspection ✓	CIVL-1045
Structure Inspection ✓	CIVL-1046

PART 9: THE HOUSE – BUILDING ENVELOPE (ARCH-1011)

This course deals with the structural requirements and inspections, including the study of the building envelope, introduction to the Ontario Building Code, reading plans, permit applications, site plans, footings, foundation walls, etc. and final exterior inspections.

Fee: \$235.30 + \$65 OBOA Fee + \$30 Certificate Fee + Manual

01LC Thu Sep15-Dec8 7-10pm (C) *

PART 9: THE HOUSE – HEALTH & SAFETY (ARCH-1008)

This course is part of the Ontario Building Officials certification program. It examines the building code requirements pertaining to Health and Safety in small buildings.

Fee: \$235.30 + \$65 OBOA Fee + \$30 Certificate Fee + Manual

01LC Tue Sep13-Dec6 7-10pm (C) *

AIR CONDITIONING & HEAT PUMPS (CIVL-1050)

This course emphasizes cooling systems and heat pumps. Students learn to identify typical defects and apply correct inspection techniques. 70% pass grade required by OAH for accreditation.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

COMMUNICATION & PROFESSIONAL PRACTICES (COMM-1093)

The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is imperative that the home inspector be able to communicate clearly and effectively to ensure understanding of an inspection, once conducted. Students in this subject develop their oral and written communication skills, and learn the reporting requirements and proper conduct required of a professional in this industry.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

ELECTRICAL INSPECTION (CIVL-1047)

This subject prepares students to inspect the performance of the following components of electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices and fixtures.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

EXTERIOR INSPECTION (CIVL-1052)

This subject covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall coverings and inspect all aspects of the exterior named above.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

HEATING INSPECTION I (CIVL-1048)

This subject covers installed heating systems (gas and oil furnaces and hot water boilers). Emphasis is on the inspector's ability to identify the energy source, type, material, condition, and safety concerns, as well as inspecting the heating equipment.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

HEATING INSPECTION II (CIVL-1049)

This subject covers vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Students apply knowledge of these systems to the role of home inspector.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

INTERIOR INSULATION INSPECTION (CIVL-1053)

Focus is on the inspection of thermal insulation, vapor retarders and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed countertops and cabinets, and garage doors/door operators.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

DO YOU KNOW OUR REFUND POLICY?

TO LEARN MORE TURN TO PAGE 4

PLUMBING INSPECTION (CIVL-1051)**Covers Modules 1, 2, 3, 4**

This subject prepares students to inspect, in a residential dwelling, the interior water supply and distribution systems (including fixtures and faucets), as well as water heating equipment and drain/vent/waste systems and their related fixtures.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

ROOFING INSPECTION (CIVL-1045)

The emphasis in this subject is on typical defects of the various types of roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. Students apply their knowledge of roofing to inspections that focus on system performance, safety concerns and compliance with existing codes and standards.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

STRUCTURE INSPECTION (CIVL-1046)

This subject focuses on the following structural components of a residential dwelling: foundations and footings, floors, walls and roof/ceiling structures. Students learn to apply knowledge of structures to inspections that focus on system performance, safety concerns and compliance with good construction practices.

Fee: \$330.30 + TB

Sections available at www.OntarioLearn.com
50LC Sep9-Dec16 (OTLN) ◆

Fire Alarm & Protection Certification Program (CFAE) for Electricians

Upon successful completion of this program, students will be issued a certificate of achievement from the Electrical Contractors Association of Ontario (ECAO). *This program meets the requirements of the Ontario Fire Code O. Reg 388/97, is deemed acceptable to the Fire Marshall and satisfies the requirement of Clause 1.1.5.3. (1)(a).*

LEVEL I:

- Conventional Fire Alarm Control Panels and Installation of Input and Output Devices (39 hours)

LEVEL II:

- Integrated Fire Alarm Control Evac Systems and Fire Alarm Extinguishing Control Panels (39 hours)

LEVEL III:

- Internal Components of Fire Alarm Control Panels (39 hours)

LEVEL IV:

- Advanced Fire Alarm Control Panel: Addressable Digital and Analog Devices (39 hours)

Note: As a requirement of the Ontario Fire Marshall's Office, every electrician certified under the ECAO Fire Alarm and Protection Program must renew their certification every five years. **For more information on this program and upcoming offerings, please contact the Technology programming area at 519-452-4436 or 519-452-4430 x4525.**

Gas Technician Programs

The Gas Technician programs listed below meet the Technical Standards & Safety Authority (TSSA) requirements for certification. Upon completion of the G3 or G2 program, please notify the Trades & Technology programming area at 519-452-4436 or 519-452-4430 x4525 so that an exam package can be created for you. Upon successful completion of each exam, you can apply to TSSA for certification. A certification fee will apply. **Note:** Students must order course materials direct from Canadian Standards Association at www.csa.ca or 1-800-463-6727 prior to course start. You must also have access to your own copies of the current B149.1 and B149.2 Natural Gas and Propane Installation Codebooks.

GAS TECHNICIAN III:

Gas Technician 3 – Level 1 (70 hrs) ✓ MACH-1141
Gas Technician 3 – Level 2 (110 hrs) ✓ MACH-1142

GAS TECHNICIAN II:

Gas Technician 2 – Level 1 (80 hrs) MACH-1145
Gas Technician 2 – Level 2 (80 hrs) MACH-1146
Gas Technician 2 – Level 3 (80 hrs) MACH-1147
Gas Technician 2 – Level 4 (80 hrs) MACH-1148
Gas Technician 2 – Level 5 (80 hrs) MACH-1149
Gas Technician 2 – Level 6 (80 hrs) MACH-1150

DO YOU WANT TO TAKE AN ONLINE COURSE BUT ARE AFRAID TO DO SO?

**REGISTER FOR MY ELAB!
WWW.FANSHAWEC.CA/ELAB**

GAS TECHNICIAN 3 – LEVEL 1 (MACH-1141)**Covers Modules 1, 2, 3, 4**

Safety, Fasteners Hand & Power Tools, Properties & Safe Handling of Fuel Gases, Utilization Codes, Acts & Regulations.

Fee: \$413.50 + TB

01LC Tue&Thu Sep13-Dec1 7-10pm (C) ✱

GAS TECHNICIAN 3 – LEVEL 2 (MACH-1142)**Covers Modules 5, 6, 7, 8, 9**

Introduction to Electricity, Technical Manuals, Drawings & Graphs, Customer Relations, Introduction to Piping & Tubing, Introduction to Gas Appliances.

Fee: \$629.50 + TB

01LC Mon&Wed Sep12-Feb8 7-10pm (C) ✱

SKILLED TRADES

Certificate of Qualification Exam Preparation Technology

These courses are for those who are eligible to write the Ontario Certificate of Qualification Exam in their trade. *Students should check with the MTCU at 519-675-7788 to determine eligibility prior to enrolling in these courses.*

COURSES:

Exam Prep for Carpenters	CARP-9003
Exam Prep for Electricians ✓	ELEC-9014
Exam Prep for General Machinist and Tool & Die Makers	MTNC-9003
Exam Prep for Millwrights ✓	MTNC-9002
Master Electrician License	ELEC-9019

EXAM PREPARATION FOR ELECTRICIANS (ELEC-9014)

A detailed review to prepare for Certificate of Qualification exam for Industrial Electrician or Construction Maintenance license. *Students should check with the MTCU at 519-675-7788 to determine eligibility to write the exam prior to enrolling in this course.*

Fee: \$294.70 + TB

01LC Mon Sep12-Dec19 6:30-10pm (C) ✱

EXAM PREP FOR MILLWRIGHTS (MTNC-9002)

A detailed review to prepare for the Certificate of Qualification for Industrial Mechanic (Millwright) license (433-A). *Students should check with the MTCU at 519-675-7788 to determine eligibility to write the exam prior to enrolling in this course.*

Fee: \$359.50 + TB

40LC Fri/Sat Sep9-Nov12 (FOL) ✱



Cabinet Maker Apprentice Certificate Program



(Formerly Industrial Woodworker) Become a skilled woodworker and cabinetmaker by enrolling in the Cabinet Maker Apprentice certificate program. This program will train you to manufacture home and office furniture, store fixtures, cabinetry, architectural millwork and other associated wood products. The program also provides in-class theoretical and practical training for registered apprentices. **Note:** Please call 519-452-4436 or 519-452-4430 x4525 for information on registering for this program.

MODULE I:

Blueprint Reading	DRAF-1020
Joints & Fastenings	WOOD-1006
Portable Hand Tools	WOOD-1004
Safety	WOOD-1002
Trade Calculations	WOOD-1007
Trim I	WOOD-1008

MODULE II:

History of Trade ✓	WOOD-1001
Lumber Classification & Usages	WOOD-1003
Machinery	WOOD-1005
Production Methods I	WOOD-1009
Trim II	WOOD-3002
WHMIS & Shop Safety	SFTY-1006
Woodworking Repair I	WOOD-1010

MODULE III:

Blueprint Reading – Advanced ✓	DRAF-5003
Costing	WOOD-3001
Finishing I	WOOD-3005
Production Methods II	WOOD-3003
Woodworking Repair II	WOOD-3004

MODULE IV:

Finishing II ✓	WOOD-5002
Production Performance ✓	WOOD-5001

BLUEPRINT READING – ADVANCED (DRAF-5003)

An Industrial Woodworker Apprenticeship Course. You will be able to demonstrate the knowledge and skills producing, interpreting and reading drawings and layouts, designing templates, patterns and cuttings.

Fee: Call 519-452-4436 for details

01AP Mon Oct17-Dec19 4-10pm (C) *

CREATE EXPLORE EXPRESS

UNLOCK THE ARTIST
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FINISHING II (WOOD-5002)

A Level IV Industrial Woodworker Apprenticeship Course. Perform pre-finish operations and prepare a work piece to specified trade standards.

Fee: Call 519-452-4436 for details

01AP Mon Oct3-Nov7 4-10pm (C) ▲

HISTORY OF TRADE (WOOD-1001)

An Industrial Woodworker Apprenticeship Course. To familiarize the student with the impact of history, culture and art on the major furniture styles.

Fee: Call 519-452-4436 for details

01AP Mon Oct3-Oct17 4-10pm (C) ▲

PRODUCTION PERFORMANCE (WOOD-5001)

In this advanced level course, you will build a self-designed piece of furniture using skills learned in previous levels. Draft, design, layouts, sections and cutting lists will be created. Pre-finish and finish operations will be performed after completion of project.

Fee: Call 519-452-4436 for details

01AP Mon Nov14-Jun4 4-10pm (C) *

Cabinet Making Certificate



Become a skilled woodworker and cabinetmaker by enrolling in the Cabinet Maker certificate program. This program will train you to manufacture home and office furniture, store fixtures, cabinetry, architectural millwork and other associated wood products. Each course in the program is graded and taught by a journeyman/tradesman. Graduates of this program may receive, at the discretion of the employer, College and Ministry, advanced standing in their apprenticeships, based on their on-the-job performance. **Note:** As of September 2007, the Cabinet Making Certificate program has been revised. All previous credits will be honored towards graduating in the revised program.

ADMISSION REQUIREMENTS:

- OSSD, Mature Student Status or equivalent

LEVEL I:

Finishing (20 hrs)	WOOD-1016
Hand Tools (20 hrs)	WOOD-1029
Joinery (20 hrs) ✓	WOOD-1015
Machines (32 hrs) ✓	WOOD-1031
Portable Power Tools (20 hrs)	WOOD-1030
Tool Cabinet (48 hrs)	WOOD-3008
Trade Drawings & Layout (20 hrs)	WOOD-1012

LEVEL II:

Curio Cabinet (48 hrs)	WOOD-3011
Hope Chest/Blanket Box (48 hrs)	WOOD-3006

LEVEL III:

Final Project (80 hrs)	WOOD-5007
Furniture Design (32 hrs) ✓	WOOD-3013

ELECTIVE COURSES:

Advanced Jigs (Router Table) (32 hrs) ✓	WOOD-1020
Barrister Bookcase (64 hrs)	WOOD-3030
Basic Jig & Fixture Making (32 hrs) ✓	WOOD-3015
Games Table (40 hrs)	WOOD-1023
Grandfather Clock (80 hrs)	WOOD-1025
Roll Top Desk (96 hrs)	WOOD-5008
Utility Cabinet (48 hrs)	WOOD-1022
Workbench (88 hrs)	WOOD-5005

Electives 132 hours required

ADVANCED JIGS (WOOD-1020)

Pre-requisite(s): WOOD-3008

Students will fabricate a hand router table or some complex jigs and fixtures.

Fee: \$208.30 + \$150 MF

01LC Wed Nov2-Dec21 6:30-10:30pm (C) ▲

BASIC JIG & FIXTURE MAKING (WOOD-3015)

You build a variety of jigs and fixtures useful in a shop. Using the skills acquired in previous courses, you will use hand tools, power hand tools and major wood working machinery to prepare parts for assembly operations. You will also learn to prepare for finishing and to apply a basic oil finish.

Fee: \$208.30 + \$120 MF

01LC Wed Sep7-Oct26 6:30-10:30pm (C) *

FURNITURE DESIGN (WOOD-3013)

Pre-requisite(s): Level I

You will design a piece of furniture for the final project course, WOOD-5006. The furniture design consists of: a set of drawings, bill of material including material cost, cutting list and a process (sequence of operations). Some homework is required.

Fee: \$208.30

01LC Tue Sep13-Nov1 6:30-10:30pm (C) *

JOINERY (WOOD-1015)

Pre-requisite(s): WOOD-1029, WOOD-1030, WOOD-1031

Students will learn to identify, layout and practice basic cabinet-making joinery. The student will also build a small project using hand tools and basic woodworking machines and be instructed in tool and shop safety.

Fee: \$143.50 + \$35 MF

01LC Thu Nov17-Dec8 6:30-10pm (C) *

MACHINES (WOOD-1031)

Learn to work safely with and around woodworking machines. You will build a toolbox and will learn to safely operate the basic woodworking machines. Shop safety and shop specifics will also be taught.

Note: Students must attend the first class safety instruction to continue in the course.

Fee: \$208.30 + \$35 MF

01LC Thu Sep22-Nov10 6:30-10pm (C) *

Skilled Trade Apprenticeship Programs

Note: Mould Making and Tool & Die Making Apprentices please contact Mike Fediw to discuss the completion of your in-school training, 519-452-4430 x4525.

NON-APPRENTICES (FEE PAYERS):

All Continuing Education Apprenticeship courses offer seats to non-apprentices (fee payers). Why not take advantage of this opportunity! Get the schooling portion of an apprenticeship finished and use it as a selling feature to a potential employer to get your foot in the door!

- Non-Apprentices can sign up for Apprenticeship "in-school" courses
- Credits earned in the courses are valid towards the in-school portion of an apprenticeship
- You will receive the same curriculum as apprentices (720 hours total)
- Courses are taught by Certified Trade Instructors for the following careers: Electrician, Industrial Mechanic (Millwright), General Machinist, Tool & Die Maker, Mould Maker

Sign up this term as a non-apprentice in an Apprenticeship course and get the education you deserve.

APPRENTICES:

Apprenticeship is hands-on training for people who enjoy learning by doing. It is also a partnership between those wanting to learn the trade, and an employer who needs a tradesperson. The training provides access to well-paying jobs that demand a high level of skills, judgment and creativity. Apprentices are paid while gaining work experience, and their wages increase with their level of skills. About 90 per cent of apprenticeship training is provided in the workplace by employers or sponsors who provide training to standards of skill and safety set by industry. The remainder involves classroom instruction on theory and practical lab instruction. To become an apprentice, you must find an employer who is willing to train. Such jobs are rarely advertised, and, instead, employers often rely on word of mouth to attract applicants. People who want

to become apprentices usually apply directly to an employer, union, or local apprenticeship committee. An apprenticeship takes three to four years to complete.

APPRENTICE REGISTRATION:

August 2 - August 15, 2011
Registrar's Office Room E1012

Note: Upon registration, please let us know if you are classified as an Apprentice to avoid paying the Non-Apprentice fees.

NON-APPRENTICE REGISTRATION:

On or after August 16 at 8:30am
Registrar's Office Room E1012

Trades Certificate – Electrician

Electricians work in the construction and maintenance sectors, installing and maintaining the electrical wiring infrastructures that supply light, power, air-conditioning, refrigeration, etc. Key elements of the job include: reading and following blueprints and wiring schematics, using a variety of tools to install and secure wiring, fixtures or equipment, using test equipment to verify proper installation and operation, and confirming that new or repaired installations meet fire and safety code standards. *Note: Students must have certified hard hats to work in the Electrical Lab.*

LEVEL I:

Electrical Blueprints	ELNC-1057
Electrical Code ✓	ELNC-1056
Electrical Theory	ELEC-1086
Electronics ✓	ELNC-1088
Installation Methods ✓	ELEC-1087
Instrumentation	INST-1006

LEVEL II:

Electrical Code II	ELNC-1063
Electrical Prints II	ELNC-1064
Electrical Theory II ✓	ELNC-1065
Electronics II	ELNC-1068
Installation Methods II ✓	ELNC-1066
Instrumentation II	ELNC-1067
Monitoring & Communication Systems II	ELNC-1069

LEVEL III:

Electrical Code III ✓	ELNC-1071
Electrical Prints III	ELNC-1072 ¹
Electrical Theory III	ELNC-1073

Electronics III	ELNC-1076
Fluid Power III	ELNC-1077 ²
Installation Methods III	ELNC-1074
Instrumentation III ✓	ELNC-1075

Note: ¹Electrical Prints III is for Construction & Maintenance Electricians only. ²Fluid Power III is for Industrial Electricians only.

ELECTRICAL CODE I (ELNC-1056)

Level I course in the Electrical apprenticeship program dealing with the electrical code requirements for residential buildings.

Fee: \$213.70 + TB

01LC Mon Sep12-Nov28 7-10pm (C) *

ELECTRICAL CODE III (ELNC-1071)

Pre-requisite(s): ELNC-1063

Level III course in the Electrical apprenticeship program dealing with the electrical code requirements for multi-motor feed services and high voltage installations.

Fee: \$197.50 + TB

01LC Wed Sept14-Nov16 7-10pm (C) *

ELECTRICAL THEORY II (ELNC-1065)

Pre-requisite(s): ELEC-1086

Level II theory course in the Electrical apprenticeship program that deals with topics including magnetism and EMF, Fleming's Rules, Lenz's Law, voltage and phasors, inductance, reactance, capacitance and RL/RC/RLC circuits.

Fee: \$472.90 + TB

01LC Tue&Thu Sep13-Dec13 7-10pm (C) *

ELECTRONICS (ELNC-1088)

Level I course in the Electrical Apprentice program dealing with basic semiconductor theory and basic electronic devices and circuits.

Fee: \$251.50 + TB

01LC Wed Sep14-Dec14 7-10pm (C) *

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INSTALLATION METHODS I (ELEC-1087)

Level I course in the Electrical Apprenticeship Program dealing with the installation of residential electrical services.

Fee: \$294.70 + TB

01LC Tue Sep6-Dec20 7-10pm (C) *

INSTALLATION METHODS II (ELNC-1066)

Level II hands-on lab course for the Electrical Apprenticeship program dealing with the installation electrical equipment such as motors, starters, and transformers.

Fee: \$246.10 + TB

01LC Mon Sep12-Dec12 7-10pm (C) *

INSTRUMENTATION III (ELNC-1075)

Pre-requisite(s): ELNC-1067 & INST-1006

This is a Level III course in the Electrical Apprenticeship program. The course deals with the pneumatic instrumentation systems, control systems, position measuring, PID control, and light and sound intensity meters.

Fee: \$246.10 + TB

01LC Mon Sep12-Dec12 7-10pm (C) *

Trades Certificate – Industrial Mechanic (Millwright)



Industry depends on Industrial Mechanic (Millwright) to install, test, dismantle, repair, service, and even construct a wide variety of stationary mechanical equipment and machinery in order to function efficiently. Key elements of the job include: reading blueprints and schematic drawings to determine industry measures; using hand and power tools for dismantling and assembling equipment; using hoisting and lifting devices; and using building materials such as steel, wood, or cement for constructing machine foundations. Skills in troubleshooting for preserving hydraulic and pneumatic systems, power transmission systems, and programmable logic controllers are also expected. If you are interested in constructing and/or maintaining mechanical equipment and machinery in a variety of industries, consider becoming an Industrial Mechanic (Millwright).

LEVEL I:

Basic Metal Machining ✓	MECH-1026
Blueprint Reading I	MECH-1028
Electrical & Electronic Controls I	ELEC-1075
Lubrication, Safety, Hand & Power Tools ✓	MECH-1047

Maintenance Welding I
Materials & Fasteners
Math & Measurement
Rigging & Hoisting ✓

MECH-1032
MECH-1050
MATH-1130
MECH-1049

LEVEL II:

Bearings & Seals
Compressors, Pumps,
Valves & Piping
Electrical & Electronic
Controls II
Machine Tools
Maintenance Welding II ✓
Power Transmission Systems
Schematic Drawings ✓

MECH-1058
MECH-1055

ELEC-1076

MECH-1054
MECH-1052
MECH-1057
MECH-1053

LEVEL III:

Hydraulics
Machine Tools Project
Mechanical Theory & Machines ✓
PLC's & Electronic Controls
Pneumatics ✓
Preventative & Predictive
Maintenance
Welding Layout & Fitting ✓

MECH-1062
MECH-3024
MECH-1064
ELNC-1081
PNEU-1004
MECH-1063

MECH-1059

BASIC METAL MACHINING (MECH-1026)

Learn how to work safely in a machine shop environment. Complete a practical project using hand tools basic measuring and layout tools, cut-off saw, pedestal grinder, engine lathe and milling machine.

Fee: \$359.50 + TB

01LC Sat Sep10-Nov12 9am-4pm (C) *

LUBRICATION, SAFETY, HAND & POWER TOOLS (MECH-1047)

Learn the types, properties and applications, of lubricants, safety legislation, protective clothing and equipment, confined space procedures, housekeeping rules, fire, electrical and chemical hazards and the selection, safe use and care of cutting and non-cutting tools used in the trade.

Fee: \$208.30 + TB

01LC Mon Oct3-Dec19 7-10pm (C) *

MAINTENANCE WELDING II (MECH-1052)

Pre-requisite(s): MECH-1032

Intermediate level welding course. You will gain additional knowledge in various welding processes with hands – on practice in vertical and horizontal weld positions.

Fee: \$197.50 + TB

01LC Mon Sep12-Nov21 7-10pm (C) *

MECHANICAL THEORY & MACHINES (MECH-1064)

Student will develop the knowledge and principles of applied mechanics and thermodynamics, as it pertains to the trade Industrial Mechanic (Millwright). **Location: St. Thomas Campus**

Fee: \$310.90 + TB

01LC Wed Sep14-Dec7 6-10pm (C) *

PNEUMATICS (PNEU-1004)

This course is a comprehensive study of pneumatic principles, system components and controls.

Fee: \$197.50 + TB

01LC Thu Sep15-Nov17 7-10pm (C) *

RIGGING & HOISTING (MECH-1049)

The course covers correct lifting and hoisting procedures and the safe use of all related equipment.

Fee: \$165.10 + TB

01LC Wed Sep14-Nov2 7-10pm (C) *

SCHEMATIC DRAWINGS (MECH-1053)

This course will teach the student how to interpret schematic drawings and use manufacturer's manuals. It will also expand on sketching technique to include sectional views.

Fee: \$197.50 + TB

01LC Thu Oct20-Dec22 7-10pm (C) *

WELDING LAYOUT & FITTING (MECH-1059)

Pre-requisite(s): MECH-1032, MECH-1052

You will develop the knowledge and capability to read drawings, and safety layout, measure, cut, tack, weld and assemble metal and other components to specification.

Fee: \$197.50 + TB

01LC Tue Sep13-Nov15 7-10pm (C) *

Trades Certificate – Precision Machining



Note: Mould Making and Tool & Die Making Apprentices please contact Mike Fediw to discuss the completion of your in-school training, 519-452-4430 x4525.

Precision machining/tooling trades people use drills, lathes, milling and grinding machines and other specialized equipment to manufacture products designed by engineers. There are three individual trades:

- **General Machinists** cut, shape and finish metal to make machine parts used in all areas of manufacturing. Machinists set up and operate a variety of machine tools including Computer Numerically Controlled (CNC) tools to perform precision-machining operations.

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- **Mould Makers** design, build and repair moulds to mass-produce plastic or metal components.
- **Tool & Die Makers** build, repair and modify custom-made, prototype and special tools, dies, jigs, fixtures and gauges using a variety of machine tools and precision measuring instruments.

COMMON COURSES:

Advanced CNC/EDM Technology	MACH-5002
Advanced Trade Calculations ✓	MATH-5009
Basic Engineering Drawings ✓	ENGR-1017
CNC/EDM Technology ✓	MACH-3003
Intermediate Trade Calculations	MATH-3027
Metrology & GDT ✓	MACH-3006
Metrology & Layout Processes	MACH-1012
Trade Mathematics ✓	MATH-1128
Trade Practical	MACH-1015
Trade Theory	MACH-1014

GENERAL MACHINIST – ADDITIONAL COURSES:

Advanced Trade Practical for General Machinist ✓	MACH-5007
Advanced Trade Theory for General Machinist	MACH-5004
Intermediate Trade Practical for General Machinist	MACH-3007
Intermediate Trade Theory for General Machinist	MACH-3001

TOOL & DIE MAKER – ADDITIONAL COURSES:

Advanced Trade Practical for Tool & Die Maker ✓	MACH-5008
Advanced Trade Theory for Tool & Die Maker	MACH-5003
Intermediate Trade Practical for Tool & Die Maker	MACH-3008
Intermediate Trade Theory for Tool & Die Maker	MACH-3002

MOULD MAKER – ADDITIONAL COURSES:

Advanced Trade Practical for Mould Maker ✓	MACH-5009
Advanced Trade Theory for Mould Maker	MACH-5005
Intermediate Trade Practical for Mould Maker	MACH-3009
Intermediate Trade Theory for Mould Maker	MACH-3005

ADVANCED TRADE CALCULATIONS (MATH-5009)*Pre-requisite(s):* MACH-3027

Level III course for the Precision Machining program. Topics include: solving trade related problems involving oblique triangles, law of sines, cosines and cotangents.

Fee: \$197.50 + TB

01LC Mon Sep12-Nov21 7-10pm (C) *

ADVANCED TRADE PRACTICAL FOR GENERAL MACHINIST (MACH-5007)*Pre-requisite(s):* MACH-3007, MACH-3001

Level III course for the General Machinist program. This is a hands-on machining course with projects that require advanced machine tool set-up and operating procedures.

Fee: \$521.50 + TB

01LC Tue/Thu Sep6-Dec15 7-10pm (C) *

ADVANCED TRADE PRACTICAL FOR TOOL & DIE MAKERS (MACH-5008)*Pre-requisite(s):* MACH-3008, MACH-3002

Level III course for the Tool & Die Maker program. This is a hands-on machining course with projects that require advanced machine tool set-up and operating procedures.

Fee: \$521.50 + TB

01LC Tue/Thu Sep6-Dec15 7-10pm (C) *

ADVANCED TRADE PRACTICAL FOR MOULD MAKERS (MACH-5009)*Pre-requisite(s):* MACH-3007, MACH-3001

Level III course for the Mould Maker program. This is a hands-on machining course with projects that require advanced machine tool set-up and operating procedures.

Fee: \$521.50 + TB

01LC Tue/Thu Sep6-Dec15 7-10pm (C) *

BASIC ENGINEERING DRAWINGS (ENGR-1017)

Level I course for the Precision Machining program. Topics include: types of drawings, graphic language/symbols, drawing layout, principle views and basic sketching, basic sectional views, basic layout techniques and operational plan development.

Fee: \$197.50 + TB

01LC Thu Sep15-Nov17 7-10pm (C) *

CNC/EDM TECHNOLOGY (MACH-3003)*Pre-requisite(s):* ENGR-1017, MACH-1012, MATH-1128, MACH-1014, MACH-1015

Level II theory course for the Precision Machining program. Topics include: CNC machining principles and applications, basic CNC planning and programming, EDM machine types, controls, applications and set-up. Some hands-on machine operation.

Fee: \$197.50 + TB

01LC Mon Sep12-Nov21 7-10pm (C) *

METROLOGY & GDT (MACH-3006)*Pre-requisite(s):* MACH-1012, MATH-1128

Level II course for the Precision Machining program. Topics include measuring techniques using direct and indirect linear and angular measuring equipment as well as surface roughness measurement and the interpretation of GDT on mechanical drawings.

Fee: \$197.50 + TB

01LC Wed Sep14-Nov16 7-10pm (C) *

TRADE MATHEMATICS (MATH-1128)

Level I mathematics course for the Precision Machining program. Topics include: SI and Imperial units, fractions and decimals basic algebra, plane geometry, use of charts, tables and reference material.

Fee: \$197.50 + TB

01LC Tue Sep13-Nov15 7-10pm (C) *

TECHNICAL CAREER**COMPUTER AIDED DESIGN – SOFTPLAN (COMP-3066)**

This course will introduce the students to the SoftPlan computer aided design program, which will enable them to access and manipulate residential construction drawings using this popular design software. **Note:** Additional information can be obtained by contacting the School of Building Technology at 519-452-4414.

Fee: \$350

01 Wed Sep7-Dec7 6-9pm

TIMBER FRAME CONSTRUCTION (ENGR-1021)

This 36-hour introductory course will provide the student with the general knowledge and skills required to identify the components, joinery, and exterior systems of small and intermediate sized residential and agricultural timber frame buildings. **Note:** Additional information can be obtained by contacting the School of Building Technology at 519-452-4414.

Fee: \$450

01 Tue Sep20-Dec6 5-8pm

AutoCAD Operator Training Declaration of Academic Achievement

Focusing on 2D drawing using the industry standard AutoCAD program, this is all about productivity and hands-on practical skills – so it's a great choice for anyone interested in working in the design fields of engineering, construction or architecture. AutoCAD is a

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computerized drafting program used to improve productivity in the workplace. The program plays a key role in many organizations and companies engaged in design work and the software can be employed in numerous settings. AutoCAD has an extensive range of design facilities and a wide range of applications. This program will enable you to create/edit computer aided drawings/specifications.

COURSES:

AutoCAD Fundamentals ✓	CADD-1038
AutoCAD Intermediate ✓	CADD-3018
AutoCAD Residential	CADD-1051
Customizing AutoCAD <i>OR</i>	CADD-1045
Introductory Drafting Concepts ✓	CADD-1046

AUTOCAD FUNDAMENTALS (CADD-1038)

You will learn how to use AutoCAD as a tool to create basic two dimensional drawings and to communicate those drawings in such a way to facilitate the manufacturer of the design.

Fee: \$229.90 + TB

01LC Mon/Tue Sep12-Oct24 6-9pm (C) *

AUTOCAD INTERMEDIATE (CADD-3018)

You will build on the fundamental skills learned and improve productivity by using advanced two dimensional concepts and tools to communicate ideas into drawings. There is also a brief introduction to three dimensional solids and surfaces.

Fee: \$197.50 + TB

01LC Mon/Tue Nov1-Dec5 6-9pm (C) *

INTRODUCTORY DRAFTING CONCEPTS (CADD-1046)

This is a foundation course with a primary goal of familiarizing you with the basic concepts of drafting and the use of AutoCAD. Areas of focus include: lettering, annotation, geometry, dimensioning, drawing sheet layout, and other standard drafting procedures.

Fee: \$116.50 + TB

01LC Wed Sep14-Oct12 6-9pm (C) ▲
02LC Wed Oct19-Nov16 6-9pm (C) ▲
03LC Wed Nov23-Dec 4 6-9pm (C) ▲

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Computer Aided Design (CAD)

CAD is extensively used in the design of tools and machinery used in the manufacture of components, and in the drafting and design of all types of buildings, from small residential types (houses) to the largest commercial and industrial structures (hospitals and factories). With benefits such as lower product development costs and a greatly shortened design cycle, CAD enables designers to lay out and develop work on screen, print it out and save it for future editing, saving time on their drawings.

COURSES:

3D Solids Modeling (Solid Works 2008)	CADD-1016
3D Solids Modeling (Solid Works 2008) – Advanced	CADD-5016
Computer Aided Manufacturing (Master Cam)	MANF-1006
Computer Aided Manufacturing (Master Cam) – Advanced	MANF-5001

Quality Assurance Certificate (Basic) (QAS2)



As a graduate of this program, you will be able to effectively function as a Quality Assurance practitioner and, with suitable industrial experience, be an effective member of a management team, implementing Quality Assurance programs in your industry.

COURSES:

Basic QA Tools & Problem Solving	MGMT-1184
Communications for Quality Assurance ✓	COMM-1009
Continuous Improvement & Benchmarking	MGMT-1183
ISO Quality Standards	MACH-5012
Planning for Quality ✓	MGMT-5019
Quality Audit Methods	MACH-5015
Quality Principles & Team Building ✓	MGMT-1190
Statistical Methods	MATH-3026

COMMUNICATIONS FOR QA (COMM-1009)

Develop skills in the reading, writing, and editing of documents specific to the quality assurance field. You are introduced to the context of preventive and corrective action, structured problem-solving, and quality systems documentation. The teaching/learning methodology supports the development of team building, meeting management, and

presentation skills.

Fee: \$278.50 + TB

01LC Mon Sep12-Dec12 6:30-10pm (C) *

PLANNING FOR QUALITY (MGMT-5019)

This is an interactive course for individuals who are responsible for employing quality planning methodology as adopted by the Automotive Industry Action Group (AIAG). Instruction will be given for tools, methods and specific reporting formats as described by the AIAG for the Advanced Product Quality Planning and the Production Part Approval Processes.

Fee: \$229.90 + TB

01LC Tue Sep13-Nov29 7-10pm (C) *

QUALITY PRINCIPLES & TEAM BUILDING (MGMT-1190)

This online course will address the fundamental principles of Quality and the advantages of a functioning team within an organization.

Fee: \$213.70 + TB

40LC Fri Sep16-Nov25 (FOL) *

QA Advanced CMI/GDT/CMM Certificate (Manufacturing/Mechanical)



Are you a graduate of the Quality Assurance Basic Certificate program looking to specialize in a manufacturing or

mechanical (CMI/GDT/CMM) setting? The QA Advanced CMI/GDT/CMM Certificate program provides you with the specialized skill set necessary for these areas. This program is recognized by the National Quality Institute (NQI) – Canada's national authority on Quality and Healthy Workplace® practices and national steward of the Canada Awards for Excellence. For information about the NQI, contact Catherine Neville, Vice President at neville.catherine@nqi.ca or visit www.nqi.ca.

ADMISSION REQUIREMENTS:

- Graduate of QA Certificate (Basic) *OR*
- ASQ Destination *OR*
- Hold an NQI Certified Excellence Professional (NQI CEP®) *OR*
- Certified Excellence Leader (NQI CEL®) designation

COURSES:

Advanced Geometric Dimensioning & Tolerancing	DRAF-5015
Coordinate Measuring Machine Design of Experiments ✓	MACH-5011 MACH-5014

Engineering Blueprint Reading ENGR-1015
Geometric Dimensioning & DRAF-5002
Tolerancing
Material Science ✓ MATS-1003
Metrology – QA MACH-3029

DESIGN OF EXPERIMENTS (MACH-5014)

A practical course in design of experiments as applied in manufacturing Quality Assurance applications.

Fee: \$165.10 + TB

01LC Thu Sep15-Nov3 7-10pm (C) *

MATERIAL SCIENCE (MATS-1003)

An introductory materials course dealing with properties and testing methods for ferrous and non-ferrous metals as well as non-metals such as plastics and composites.

Fee: \$278.50 + TB

01LC Wed Sep14-Dec21 7-10pm (C) *

QA Advanced Management Certificate

You are now a successful graduate of the Quality Assurance Certificate Basic program and are free

to seek employment as a Quality Assurance practitioner. Looking for something more? The QA Advanced Management Certificate program will give you the necessary skills and knowledge to specialize in a Quality Assurance management role. This program is recognized by the National Quality Institute (NQI) – Canada's national authority on Quality and Healthy Workplace® practices and national steward of the Canada Awards for Excellence. For information about the NQI, contact Catherine Neville, Vice President at neville.catherine@nqi.ca or visit www.nqi.ca.

ADMISSION REQUIREMENTS:

- Graduate of QA Certificate (Basic) *OR*
- ASQ Destination *OR*
- Hold an NQI Certified Excellence Professional (NQI CEP®) *OR*
- Certified Excellence Leader (NQI CEL®) designation

COURSES:

Cost of Quality MGMT-1185
Customer Satisfaction & Supplier Development ✓ MGMT-1192
Design of Experiments MACH-5014

Lean Manufacturing – Six Sigma MANF-1012
Project Management – Risk Management MGMT-3056
Quality Management MACH-5013

THE FOLLOWING QUALITY ASSURANCE COURSES ARE ACCEPTED AS EQUIVALENTS BY NQI:

FANSHAW COURSES	NQI LEADERSHIP EXCELLENCE PROGRAM
Basic QA Tools & Problem Solving (MATH-1184)	Introduction to Root Cause Analysis (Course ID: 37)
Statistical Methods (MATH-3026)	Statistical Quality Tools (Course ID: 71)
Customer Satisfaction & Supplier Development (MGMT-1192)	Measuring Stakeholder Satisfaction (Course ID: 70)

CUSTOMER SATISFACTION & SUPPLIER DEVELOPMENT (MGMT-1192)*Pre-requisite(s): MACH-5012, MACH-5015*

This course explains the relationship between customer satisfaction/supplier development and the various international ISO standards commonly used in North America.

Fee: \$165.10 + TB

40LC Sat Sep17-Oct29 (FOL) *

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LEED GREEN BUILDING STRATEGIES & GREEN ASSOCIATE EXAM PREPARATION (ENVR-1020)

This higher-education course is an intensive 36-hour program that provides a comprehensive overview of techniques, approaches, materials and technologies used in creating green buildings and communities. It describes the LEED rating systems and highlights how various strategies can be used to meet LEED requirements. The course provides an excellent preparation for writing the LEED Green Associate exam, as well as meeting the eligibility requirements for that exam.

Course Objectives:

On completion of this course the student will be able to:

- Understand the imperative for a green transformation of our build system.
- Identify the key components of the LEED rating system.
- Identify core concepts and strategies to achieve success using the LEED rating system.
- Understand the different LEED rating systems and where they are applied.
- Prepare students to take the LEED Green Associate Exam.

Course evaluation is based upon course exams, quizzes and assignments. (36 hours)

Fees: \$186.12 + \$125 student study guide + \$32 admin fee (Total: \$343.12)

On completion of the course the student will receive a Certificate of Completion (Fanshawe College in conjunction with CaGBC) and a letter of attestation from Fanshawe College.

Please contact Mike Fediw at 519-452-4430 x4525 (Fanshawe College) for course details or Crystal Finnigan at 1-866-941-1184 x1023 for information on the Canada Green Building Council.

FANSHAWE COLLEGE CONTINUING EDUCATION REGISTRATION TIPS

- ➔ **REGISTER EARLY** Avoid course cancellations!
- ➔ **SIGN UP FOR EMAIL NOTICES** Be the first to find out about course cancellations, early registration, new programs and courses, contests, and more!
- ➔ **KNOW WHERE YOU STAND** Check out our refund and withdrawal policies on page 5.





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Featured Courses

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Motorcycle Driver Ed

Come and get your M2 License (DRIV-9025) or your full M License (DRIV-9030). Or if you are just curious about motorcycling, get a head start on the course with the Introduction to Motorcycling (DRIV-9057).

Motor Vehicle Mechanic Pre-Certificate (MOTP-9001)

This course is for the person that has completed or is near completion of their apprenticeship. This refresher will prepare you for the certification exam.

Safe Operation of a Lift Truck (SFTY-9032)

This course is for new and experienced forklift operators. After successful completion of this one day course, participants receive a 3 year wallet card. Certification is a legal responsibility of the employer.

Motorcycle Testimonial

"I'm writing to thank ALL staff members associated with the motorcycle training program at Fanshawe College in London. My wife and I have completed both the M2 and the M2 Exit training courses and this training helped me avoid two potentially serious accidents. The M2 course taught us the basics with respect to control of our motorcycles and the M2 Exit course increased our knowledge of proper lane positioning etc but the most important lesson I learned is to scan ahead and behind for potential hazards at all times. I believe I did everything I could to avoid putting myself at risk by employing valuable riding skills learned at Fanshawe College. Thanks again!"

(Phil and Angela)

PROGRAMS & COURSES

AUTOMOTIVE

All classes will be held at 1764 Oxford Street East or "Z" building.

These courses are designed to equip owner/operators with the skills needed to repair or service vehicles. These courses are not designed for those interested in training to become a licensed tradesperson.

AIR BRAKE ADJUSTMENT CERTIFICATE
(MOTP-9002)


A regulation has been passed under the Trade Qualification and Apprentice Act permitting drivers who successfully complete a course of study and obtain a certificate, to adjust the brakes on their vehicles.

Fee: \$136.50 + \$37 MF + HST

01LC Mon Oct22 6-10pm (C) ●

AUTO BODY REPAIR (AUTO-9003)

Repair panels, blend fillers to finish repairs, and apply surface primers. Students pay for materials used for repair & priming of their own vehicle.

Fee: \$181.60 + \$30 MF

Call 519-452-4427 for wait list information

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CLICK ON THE ADDITIONAL INFORMATION
LINK AND THEN DOWNLOAD THE
GRADUATION APPLICATION FORM.
FOR MORE INFO CALL 519-452-4444.


AUTO MECHANICS – BASIC (MECH-9011)

Understanding your car and what makes it run. Classroom and practical sessions in the automotive shop. Topics include: the engine, chassis and drive train through to electrical system, tires and wheels and preventative maintenance. Student responsible for own consumables.

Fee: \$181.60 + \$3 MF

01LC Mon Sep12-Nov14 7-10pm (C) ✱

CFC/HCFC/HFC CERTIFICATION (ODP)
(REFR-9002)


Participants will be eligible to write H.R.A.I. exam at the end of the course. Upon successful completion H.R.A.I. will issue interprovincial certification in CFC/HCFC/HFC Controls and register the participant on the national data base. *Please bring photo ID to class.*

Fee: \$178.50 + HST

01LC Sat Sep17 9am-4pm (C) ●

02LC Sat Oct22 9am-4pm (C) ●

03LC Sat Nov19 9am-4pm (C) ●

CUSTOM PAINTING TECHNIQUES (AUTO-9005)

Learn custom painting techniques from one of the legends of the craft, Mr. (Yosemite) Sam Radoff. He has been painting custom cars and motorcycles for 35 years and has won many prestigious awards for his work. You will learn techniques for prep, composition and layout of scallops, flames, pin striping, etc. Limited space available. Students will be responsible to purchase their own supplies.

Fee: \$188.50 + HST

Call 519-452-4427 for wait list information

DRIVE CLEAN EQUIPMENT TRAINING
(DRIV-9048)


The Equipment Manufacturers Training course is designed for you to become trained on the manufacturer's equipment. This course is a pre-requisite to Drive Clean Inspector Orientation Certification.

Fee: \$150 + HST ●

Call 519-452-4427 for waitlist information

MOTOR VEHICLE MECHANIC PRE-CERTIFICATE
(MOTP-9001)

Designed to prepare you for the certification exam. It will provide you with a comprehensive review of the advanced apprenticeship program. Primarily theory with some demonstration. *For admission requirements call 519-452-4427.*

Fee: \$398.74 + \$20 MF

Call 519-452-4427 for wait list information

SMALL ENGINE REPAIR (MECH-9010)

Learn to repair and service small gas powered engines such as lawn mowers and chain saws. For those interested in minor repair business, small engine sales,

small engine equipment, operators and homeowners. Students to bring their own small engine to course and are responsible for own consumables.

Fee: \$188.50 + \$3 MF

01LC Wed Sep14-Nov16 7-10pm (C) ✱

**FANSHAWE DRIVESAFE
SIMULATOR TRAINING**
CORPORATE SIMULATOR DRIVER TRAINING

Our interactive simulator programs include standard scenarios developed specifically for defensive driver and accident avoidance training whether you drive in the city, country or on the highways of Southwestern Ontario. Through technological advances using our simulator, drivers will be challenged and will build their driving skills. Better drivers help to decrease the chances of costly and tragic workplace accidents involving fleet vehicles or the employee's personal vehicle. The driver can safely drive through a variety of weather and road conditions, in the day or the night. Courses can include a variety of different vehicles, can be delivered as standalone courses or combined with our Canadian Safety Council Certified classroom Defensive Driving Course or our Virtual Skid School.

ACCIDENT RECONSTRUCTION:

Remedial Training is available for those employees who have had an accident or close call in a company vehicle. The environment in which the accident took place will be developed in the DriveSafe Simulator for the employee to drive, this time, looking for a safer outcome.

SIMULATOR TRAINING VEHICLES INCLUDE:

- Ambulance – EMS
- Car & SUV
- Fire Apparatus – Pumper, Rescue, Aerial, Ladder
- Snow Plow – Single or Tandem Wing
- Step or Delivery Van
- Straight Truck & Transport Truck – Dry Van, Tanker, Trains
- Bus – Coach, RV, School, Transit, Shuttle

Please call 519-452-4427 for more information.

**DEFENSIVE DRIVING COURSE
WITH SIMULATOR ENHANCEMENT**

A Canadian Safety Council (CSC) Certified Course
Where else can you combine a certified Defensive Driving Course and a state-of-the-art driving simulator? Fanshawe College now offers both theory and hands-on driver instruction in one course, in one day! Together with this outstanding CSC program and Simulation your fleet of drivers will be given the tools to be better and safer drivers. Delivery will be

provided by trained instructors using PowerPoint and video presentations combined with interactive classroom discussion. Throughout the course you will drive many of the simulated scenarios discussed in class. The simulator experience will reflect the importance of the in class training and give the driver a chance to test their newfound skills right there on the spot. In this safe environment, experience what can happen in the real world, then discover firsthand how the lessons taught can help you or your employees avoid preventable accidents. Please call 519-452-4427 for more information

VIRTUAL SKID SCHOOL

The DriveSafe Virtual Skid School includes up to seven driver training modules; Straight Line Emergency Stopping, In Lane Control – Weather, In Lane Control – Mechanical Malfunctions, Sudden Lane Changing, Shuffle Steering Technique, Zig-Zag Control, & Skid Recovery Road Course. All modules take place on our virtual skid pad, and with each pass the driver must learn to regain control of the vehicle while travelling over increasingly slippery conditions. We'll blow out tires, lockup the brakes, introduce thick fog, blustery snow storms and driving rain. We'll even pummel the vehicle with wind gusts of up to 120 km/hr. Delivery of the course can be customized to include all, or part of the modules, whatever best suit your

needs and timelines. Drivers will learn the theory of skid recovery and apply it on the state-of-the-art DriveSafe Simulator. We have many vehicles to choose from so that just about any fleet driver can learn how to regain control of a skidding vehicle all in the safety of the DriveSafe Simulator. Please call 519-452-4427 for more information.

DRIVER TRAINING

These driver-training courses provide a range of skills to drivers upgrading or obtaining their license. Instructors teach students the practical and theoretical experience they need ensuring safety on the road.

AIR BRAKE ENDORSEMENT (Z) (MECH-9007)

Gain the knowledge necessary to operate brake systems and detect in these systems. Upon successful completion of the written test, participants will take the practical test on the Saturday afternoon. After successful completion of both tests, you will receive the "Z" endorsement from the Ministry of

Transportation. Students must bring proof of (at least) a full "G" license.

Fee: \$268.50 + HST

01LC	Fri/Sat	Sep23-Sep24	(C)	●
02LC	Fri/Sat	Oct21-Oct22	(C)	●
03LC	Fri/Sat	Nov25-Nov26	(C)	●
04LC	Fri/Sat	Dec16-Dec17	(C)	●

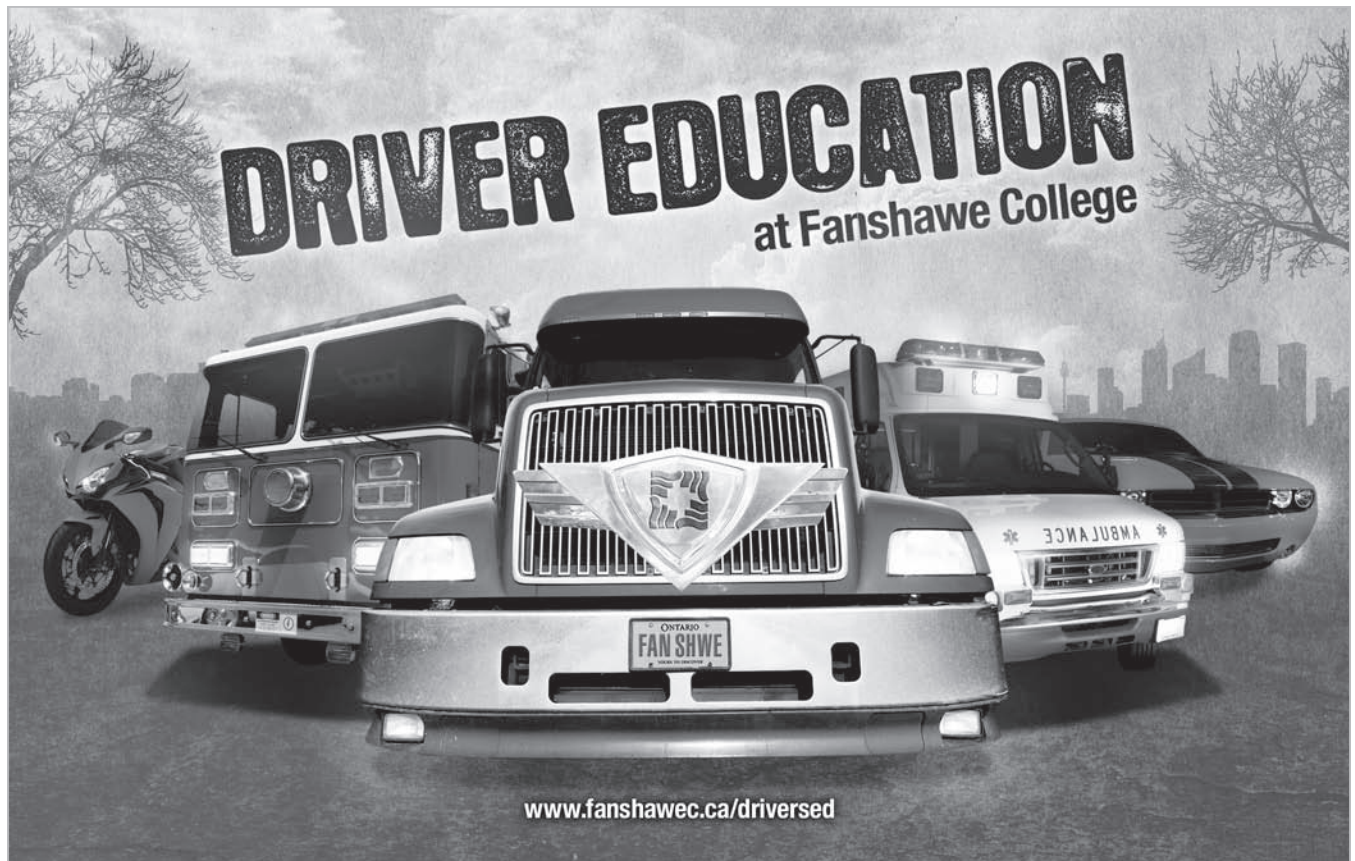
Class times: Fri 6-10pm; Sat 8am-6pm

LOOKING FOR PROFESSIONAL DEVELOPMENT?

EXPERIENCE THE DIFFERENCE A DAY CAN MAKE!

REGISTER FOR AN IN A DAY WORKSHOP.
VIEW WORKSHOPS ONLINE AT:
WWW.FANSHAWEC.CA/INADAY

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DRIVER ED INSTRUCTOR – IN VEHICLE PART I
(DRIV-1012)

Delivered by Canadian Pro Drivers at Fanshawe College, this course combines theory and practical to enable students to obtain a Driver Education Instructor In-Vehicle license. Applicants must obtain a Driver package from the Drive/Test Center and complete all Ministry tests and OPP check (at the student's expense). Students must register one (1) week prior to course start date. **Note: Both Part I (DRIV-1012) and Part II (DRIV-3001) must be successfully completed to qualify for a license.**

Fee: \$1,401.50 + HST01LC Tue/Wed/Thu/Sat Nov1-Nov23 (C) ●
Class times: Tue/Wed/Thu 6-10pm; Sat 8am-2:30pm**DRIVER ED INSTRUCTOR – IN VEHICLE PART II**
(DRIV-3001)**Pre-requisite(s):** DRIV-1012

Delivered by Canadian Pro Drivers at Fanshawe College, this course combines theory and practical to enable students to complete the student's training for a Driver Education Instructor In-Vehicle license. Students must register one (1) week prior to course start date. **Note: Both Part I (DRIV-1012) and Part II (DRIV-3001) must be successfully completed to qualify for a license.**

Fee: \$1,401.50 + HST01LC Tue/Wed/Thu/Sat Nov24-Dec15 (C) ●
Class times: Tue/Wed/Thu 6-10pm; Sat 8am-2:30pm**INTRODUCTION TO MOTORCYCLING** (DRIV-9057)www.fanshawec.ca/driversed

Want a glimpse into the exciting world of motorcycles and increase your confidence before entering the M2 course? Then get a head start in this preparatory course where you will be introduced to braking, balance and clutch control. Students do not require an M1 license for this course. Students must provide a DOT approved helmet with eye protection, leather gloves (full finger), long sleeved jacket, long pants, and leather boots over the ankle (no running shoes). Please dress for the weather. If student is less than 18 years of age, a parent or guardian must attend the first half hour. **No refunds one (1) week prior to course start.**

Fee: \$98.50 + HST

01LC Sat Sep10 4-7:30pm (C) ●

DRIVER ED – MOTORCYCLE (DRIV-9025)www.fanshawec.ca/driversed

This course prepares you to ride a motorcycle safely and enjoy the experience. This is a Canada Safety Council (CSC) program sanctioned by the Ministry of Transportation. This intensive practical course is designed to progressively develop your riding skills. At the end of the course, you will be tested and if successful will receive the documentation for your M2 license. **Students must obtain an M1 license prior to course start** (no 60 day waiting period with 2 CSC course); provide a DOT approved helmet with eye protection, leather gloves (full finger), long sleeved

jacket, long pants, and leather boots over the ankle (no running shoes). Please dress for the weather. If student is less than 18 years of age, a parent or guardian must attend the first half hour of the first night. **No refunds one (1) week prior to course start.**

This course is offered in 3 different time formats:

- **Weekend course times:** Thu 6-9pm, Sat & Sun 8am-6pm
- **Evening course times:** (Week 1) Mon-Wed 5:30-9pm, (Week 2) Mon-Wed 5:30-9pm
- **Weekday course times:** Mon-Wed 8:30am-4:30pm

Fee: \$398.50 + \$35 MF + HST

36LC	Thu/Sat/Sun	Sep1-Sep4	Weekend	(C)	●
37LC	Thu/Sat/Sun	Sep8-Sep11	Weekend	(C)	●
38LC	Thu/Sat/Sun	Sep15-Sep18	Weekend	(C)	●
39LC	Thu/Sat/Sun	Sep29-Oct2	Weekend	(C)	●
40LC	Thu/Sat/Sun	Oct6-Oct9	Weekend	(C)	●
41LC	Thu/Sat/Sun	Oct13-Oct16	Weekend	(C)	●
42LC	Thu/Sat/Sun	Oct20-Oct23	Weekend	(C)	●
43LC	Thu/Sat/Sun	Oct27-Oct30	Weekend	(C)	●

DRIVER ED – M2 EXIT TRAINING & TEST (DRIV-9030)www.fanshawec.ca/driversed

The course is designed to prepare a rider for the M2 Exit test. Scheduled for one evening, one day. *Students must have their own motorcycle, riding apparel, and valid insurance on Thursday evening. Students must ride and pass the M2 test on Thursday night.*

Times: Thu 5:30-9pm, Sat 8am-3pm, 1 hour test period will be scheduled for Sunday for the full 'M' license test.**Fee: \$337.50 + \$15 MF + HST**

17LC	Thu/Sat/Sun	Sep8-Sep10	Weekend	(C)	●
18LC	Thu/Sat/Sun	Sep15-Sep17	Weekend	(C)	●
19LC	Thu/Sat/Sun	Sep29-Oct1	Weekend	(C)	●
20LC	Thu/Sat/Sun	Oct13-Oct15	Weekend	(C)	●

HEALTH & SAFETY

The following Health & Safety courses can also be scheduled for **CORPORATE TRAINING**. Please call 519-452-4427 to set up training schedules.

FALL PROTECTION SAFETY (SFTY-9028)

Working unprotected at a height of over 3 meters requires fall protection. Topics include hazard recognition, assessment and control; fit and function of the harness; components of fall arrest and protection; proper inspection of PPE; and legal responsibilities of the user. After successful completion of testing requirements, participants will receive a 3 year wallet card Competency Certification for both courses. *(Fall Protection participants attend afternoon only: 1-5pm)*

Fee: \$168.50 + HST

60LC Mon Oct31 6-10pm (C) ●

CONFINED SPACE ENTRY & RESCUE AWARENESS (SFTY-9031)

This course prepares employees to enter confined spaces safely. Participants will learn how to identify confined spaces in their workplace. Topics include how to recognize and control hazards associated with confined spaces, applicable legislation, safe work procedures, the purpose of and content of entry permits, rescue awareness and more. After successful completion of testing requirements, participants will receive a 3 year Awareness Certificate. **Note: Training is a legal responsibility of the employer.**

Fee: \$153.50 + HST60LC Wed Sep14 6-10pm (C) ●
61LC Wed Oct26 6-10pm (C) ●**OCCUPATIONAL HEALTH & SAFETY CERTIFICATE – SUPERVISOR** (SFTY-9033)

Safety training is a legal requirement for any supervisor. Topics include health and safety law, due diligence, and Bill C-45; hazard assessment, identification and control; accident investigation and reporting criteria; disciplinary actions and the functions of the Joint Health and Safety Committee. After successful completion of testing requirements, participants will receive a 3 year Competency Certification.

Note: It is a legal responsibility of the employer to hire and provide workers with competent supervision.**Fee: \$398.50 + HST**

60LC Tue/Wed Oct4-Oct5 6-10pm (C) ●

SPECIALTY COURSES**SAFE OPERATION OF LIFT TRUCK** (SFTY-9032)

This course prepares new and experienced operators for certification. Topics include daily inspections, safe operation, load stability, hazard recognition and accident avoidance and more. Participants learn battery and propane handling procedures and will understand the legal responsibilities of an operator. After successful completion of testing requirements, participants will receive a 3 year wallet card Competency Certification. **Note: Certification is a legal responsibility of the employer.**

Fee: \$228.50 + HST60LC Sat Sep24 8am-5pm (C) ●
61LC Sat Nov26 8am-5pm (C) ●**REGISTER EARLY!**

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